

SUNAPEE BOARD OF SELECTMEN
MEETING
6:30PM Town Office Meeting Room
Monday, May 17, 2021

Present: Chairman Josh Trow, Vice-Chairman Suzanne Gottling, Selectman Fred Gallup, Selectman Jeremy Hathorn, Selectman Shane Hastings, and Donna Nashawaty, Town Manager.

REVIEW OF ITEMS FOR SIGNATURE:

MOTION TO APPROVE THE FOLLOWING CZC's:

Parcel ID:0133-0104-0000 25 Maple Street, Peter & Elizabeth Hoekstra

Parcel ID:0107-0050-0000 34 John Avery Lane, Paul Slack

Parcel ID:0148-0050-0000 608 Edgemont Road, Ramsey Family Revoc. Trust

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

Parcel ID:0225-0039-0000 28 Depot Road, Theresa O'Mara

Parcel ID:0112-0006-0000 43 Tilson Point Road, William Mehan

BY Selectman Gallup seconded by Selectman Gottling. Unanimous.

MOTION TO APPROVE THE FOLLOWING LAND DISTURBANCE BOND:

Parcel ID:0148-0050-0000 608 Edgemont Road, Ramsey Family Revoc. Trust

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

Parcel ID:0112-0006-0000 43 Tilson Point Road, William Mehan

BY Selectman Gottling seconded by Selectman Hathorn. Unanimous.

MOTION TO APPROVE THE FOLLOWING DEMO PERMIT:

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

Parcel ID:0148-0050-0000 608 Edgemont Road, Ramsey Family Revoc. Trust

BY Selectman Hastings seconded by Selectman Hathorn. Unanimous.

MOTION TO APPROVE THE FOLLOWING PERMIT TO EXCAVATE:

Parcel ID:0119-0002-0000 27 Old Granliden Road, Daniel Kerrigan

BY Selectman Hathorn seconded by Selectman Gallup. Unanimous.

MOTION TO APPROVE THE FOLLOWING DRIVEWAY PERMIT:

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

BY Selectman Gallup seconded by Selectman Hastings. Unanimous.

MOTION TO APPROVE THE FOLLOWING SIGN PERMIT:

Parcel ID:0133-0092-0000 33 River Road, Sunapee Harbor Riverway

BY Selectman Gottling seconded by Selectman Hastings. Unanimous.

APPOINTMENTS

7:00PM-No-Thru Trucking Public Hearing

Chairman Trow said the ordinance was adopted in 2018 and the purpose of tonight's meeting is to add the following streets: Bradford Road, Paradise Road and Trask Brook Road to the No-Thru Trucking Ordinance which also includes Central Street. Chairman Trow said the No-Thru Trucking sign is already posted on the Newport end of Bradford and Paradise Road, so this would fulfill Sunapee's part of the deal.

Selectman Gottling expected to see No-Thru Trucking signs posted, but instead saw no trucks over such and such weight. Scott Hazelton replied that No-Thru Trucking signs will be posted on the Route 103 side of Bradford Road and on Paradise and Trask Brook the signs will be posted at the end of the road. Various residents expressed their appreciation for the Board addressing and acting on this issue. **Motion to add Bradford Road, Paradise Road and Trask Brook Road to the No-Thru Trucking Ordinance by Selectman Gottling seconded by Selectman Hathorn. Unanimous.** Chairman Trow also read into the record a letter that was received by the town from John Chesson and Sally Putonen regarding closing Sargent Road to heavy trucks. Chairman Trow said there was nothing that could be done tonight, but maybe it could be put on a future meeting.

PUBLIC COMMENTS:

•Celia Osborne has come before the Board tonight with great news. She has finally raised enough money for her Girl Scout Bronze Project which is a fitness trail. The equipment for the trail will be purchased through AAA State of Play and have (8) station designs. The total cost including shipping will be \$6,773. Celia met with Scott Blewitt, Recreation Director last week and it was decided that the fitness trail will be in Coffin Park, starting next to the Town office and going up the hill to the gravel lot. Celia also met with Scott Hazelton, Highway Director and Craig Heino, Buildings and Grounds. Donna Nashawaty said there is a lead time to order this equipment, and if there is any chance the Board does not want this fitness trail now is the time to speak up. The Board will have to accept this as a gift, but the Board cannot accept a gift that obligates you to spend other money on it. Celia is working on hiring contractors for the project. The town is not doing the installation they are just overseeing it. The Board said the project could move forward and thanked Celia for all her hard work.

SELECTMEN ACTION

•Use of Facilities:6/19-Marjorie Ostroski Wedding Ceremony, Gazebo

Motion to approve the Use of Facilities to use the gazebo on June 19th for the Ostroski Wedding by Selectman Gallup seconded by Selectman Gottling. Unanimous.

•Use of Facilities:7/03-Sunapee Fire Dept Assoc. Independence Day Parade, Various Town Roads

Motion to approve the Use of Facilities to use various roads on July 3rd for the Sunapee Fire Department Association Independence Day Parade by Selectman Hastings seconded by Selectman Hathorn. Unanimous.

•Use of Facilities:6/03 or 6/4-SCES 5th Grade Beach Day, Dewey Beach

Motion to approve the Use of Facilities to use Dewey Beach on June 3rd or 4th for the 5th Grade Beach Day conditional on Chief Cahill's approval by Selectman Gottling seconded by Gallup. Unanimous.

•Harkins Family Charitable Fund Grant-\$1,000

Donna Nashawaty said the town received a check from the NH Charitable Fund in the amount of \$1,000. The grant has been made by the Harkins Family Charitable Fund for the Sunapee Food Pantry. **Motion to accept the Harkins Family Charitable Fund Grant for \$1,000 for the Food Pantry and it be spent according to the guidelines of the grant by Selectman Gallup seconded by Selectman Gottling. Unanimous.**

- Emergency Management Performance Grant-\$4,000

Donna Nashawaty said the town received an Emergency Management Performance grant from the NH Department of Safety, Homeland Security and Emergency Management in the amount of \$4,000. The grant will be used to hire a contractor to update the town's Emergency Management Plan. **Motion to accept the Emergency Management Performance Grant in the amount of \$4,000 to be applied to update the Emergency Management Plan by Selectman Gallup seconded by Selectman Hastings.**

Unanimous.

- Adopt Proposed Seasonal Pay Table

Chairman Trow asked if the Fireman position can be removed from the Seasonal pay table since it is already under the Fire department section. Donna Nashawaty said the current pay table has the following:

Assistant Beach Manager-\$12-\$15, proposed \$13-\$16

Beach Manager-\$15-\$18, proposed \$17-\$20

Beach Staff-Attendant-\$8.50-\$9.50, proposed \$9-\$11

Lifeguards \$10.50 and Senior Lifeguards \$11, proposed \$11-\$13

Youth Sailing Instructor Was \$12.50-\$14, proposed \$13-\$16.

Motion to adopt the seasonal pay table as proposed with the inclusion of the Fireman position by Selectman Gallup seconded by Selectman Gottling unanimous.

- Updated P/T Janitor & P/T Laborer Job Descriptions

Donna Nashawaty said in the budget there were (2) positions that were changed from the previous year: one is the Part-Time Seasonal Janitor for the Harbor and Georges Mills bathrooms and the other position are the new Part-Time Laborer for the Highway and Transfer Station which will be split between the (2) departments.

- Adopt Job Description for P/T Administrative Assistant for Planning

Donna Nashawaty said this is a new position for administrative help in the Planning and Zoning department. **Motion to approve the (3) positions: Part-Time Seasonal Janitor, Part-Time Laborer and the Administrative Assistant as presented by Selectman Gottling seconded by Selectman Hathorn. Unanimous.**

- ABC (Advisory Budget Committee) Guidelines Discussion

Chairman Trow said the biggest thing that came out of the ABC wrap-up meeting is really the question of public versus non-public involvement/discussion. Chairman Trow said the purpose of the ABC is an extra set of eyes looking at the budget. It was done back when it was a smaller Board, no Town Manager, smaller town, less people, and nothing was electronic. He gets there were differences and thinks it was set-up as a pale shadow of a budget committee, a committee that has real power, but has no place here because the Board has time to handle the budget process. Chairman Trow thinks it is a little odd that they even have a vote on the ABC when they are only a second set of eyes. They are not approving the contents of the budget; it is the Board's prerogative to propose a budget and the voters' prerogative to approve it. The ABC is just looking over the budget to see if anything was missed. Chairman Trow feels that was the original intent that the motion was. He is not saying to get rid of it because it is good to have extra eyes on it, but the whole voting portion is abit irritating. Selectman Gottling asked if the committee voted to approve their report? Chairman Trow replied yes, that is the result of it.

Selectman Gottling said that they are not really voting on the budget. Chairman Trow replied that the contents of the report say do you think this is a good budget or not. Chairman Trow feels what is the point of voting if there is no binding piece to it. Chairman Trow said there is no requirement for a report on the original warrant article, just on our guidelines. **After some discussion, a motion was made to strike #4 from the suggested format of the budget guidelines by Chairman Trow seconded by Selectman Gallup. Unanimous.**

- New Town Manager Search

Donna Nashawaty said has been editing recruitment material to advertise for a new Town Manager giving the details of what Sunapee is like. If the point of the Board is to go out and look nationally for a Town Manager there needs to be detail in what the job entails. Donna Nashawaty asked if the Board wanted to hire a firm to do the search like MRI or Primex? Chairman Trow said the Board should get rolling on this and asked if they wanted to hire an outside firm to conduct the search or do it internally? The Board agreed to do the search themselves. Donna Nashawaty will prepare some sample advertisements for the next meeting.

- Sign Warrant for First Half Tax 2021

Motion to sign the 2021 First Half Tax by Selectman Gallup seconded Selectman Hastings. Unanimous.

5. CHAIRMAN'S REPORT

- Selectman Hastings submitted his letter of resignation effective today to Chairman Trow. Selectman Hathorn asked what the process was to replace Selectman Hastings. Chairman Trow replied that it was the Board's responsibility to find a replacement until the next election. The Board will talk about the Selectmen vacancy at their next meeting.

- Selectman Gottling gave the Board an update on county happenings.

6. TOWN MANAGER REPORTS

- April Monthly Expense and Revenue Summary Reports

The Board received and reviewed the monthly reports.

- Donation of Dock Repair Materials

Scott Hazelton said Craig Heino went to a local company for materials to fix some crib blocks on the boat launch. The owner of the company said he has used the boat launch numerous times and would like to donate the materials. Scott Hazelton asked if the Board could send a thank you letter. The Board asked the Town Manager to send a letter of thanks to the company.

- Update on Covid-19 Procedures/Best Practices

Donna Nashawaty said all the remote employees are back in the office and the Covid guidelines on the town website has been updated. At this point, the state best practice guidelines say no masks outdoors and recommended masks if 6' distance cannot be maintained. Most of the indoor places are still requiring a mask. The town is still offering all services as it has all along. Selectman Gallup asked if there have been any discussions on easing up on the restriction of only (2) people in the town office? Donna Nashawaty replied now that Holly of Water & Sewer is back in the office there are (1) person at each department window, sometimes (2) at the Town Clerk's windows if both employees are available. At this point the Board told the Town manager to follow state guidelines and that is what she is trying to do.

•Memorial Day Selectmen's

The meeting that was scheduled for Monday, May 31st, which is the Memorial Day holiday will be rescheduled to Monday, May 24th.

8:50PM- A motion was made by Chairman Trow to go into non-public session under RSA 91-A:3 II (a) – the dismissal, promotion, or compensation of any public employee, seconded by Selectman Gallup. Roll call vote unanimous.

8:59PM-Motion to return from non-public session and seal the minutes by Chairman Trow and Selectman Gottling.

Motion to approve PAR by Selectman Gallup seconded by Selectman Hathorn. Unanimous. Motion to sign the Independent Contractor Agreement by Selectman Gottling, seconded by Selectman Hastings. Unanimous.

8:59PM-Motion to enter a nonpublic session under 91-A:3 II(d)- Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community by Chairman Trow, seconded by Selectman Gallup. Roll Call Unanimous.

9:52PM-Motion to return from non-public session by Chairman Trow seconded by Selectman Gallup. Roll Call Unanimous.

Meeting Adjourned 9:53PM
Respectfully Submitted by,
Barbara Vaughn
Administrative Assistant

SUNAPEE BOARD OF SELECTMEN
MEETING AGENDA
6:30PM Town Office Meeting Room
Monday, May 17, 2021

- **Citizen Input:** In accordance with the Governor's Emergency Order #12, citizens access to the meeting at Town Office is limited for meetings. The meeting will be streamed live on the internet via the Town's website at https://townhallstreams.com/towns/sunapee_nh. If citizens have input for the Board/Committee please submit to Donna Nashawaty, Town Manager at donna@town.sunapee.nh.us no later than 3:30 pm on the day prior to the meeting.

1. REVIEW OF ITEMS FOR SIGNATURE:

CZC's:

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Parcel ID:0107-0050-0000 34 John Avery Lane, Paul Slack

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Parcel ID:0225-0039-0000 28 Depot Road, Theresa O'Mara

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LAND DISTURBANCE BOND:

Parcel ID:0148-0050-0000 608 Edgemont Road, Ramsey Family Revoc. Trust

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

Parcel ID:0112-0006-0000 43 Tilson Point Road, William Mehan

DEMO PERMIT:

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

Parcel ID:0148-0050-0000 608 Edgemont Road, Ramsey Family Revoc. Trust

PERMIT TO EXCAVATE:

Parcel ID:0119-0002-0000 27 Old Granliden Road, Daniel Kerrigan

DRIVEWAY PERMIT:

Parcel ID:0148-0023-0000 12 Hamel Road, Swick Family Revoc. Trust

SIGN PERMIT:

Parcel ID:0133-0092-0000 33 River Road, Sunapee Harbor Riverway

2. APPOINTMENTS

7:00PM-No-Thru Trucking Public Hearing

3. PUBLIC COMMENTS:

4. SELECTMEN ACTION

- Use of Facilities:6/19-Marjorie Ostroski Wedding Ceremony, Gazebo
- Use of Facilities:7/03-Sunapee Fire Dept Asso. Independence Day Parade, Various Town Roads
- Use of Facilities:6/03 or 6/4-SCES 5th Grade Beach Day, Dewey Beach
- Harkins Family Charitable Fund Grant-\$1,000
- Emergency Management Performance Grant-\$4,000
- Adopt Proposed Seasonal Pay Table and Updated P/T Janitor & P/T Laborer Job Descriptions

- Adopt Job Description for P/T Administrative Assistant for Planning
- ABC Guidelines Discussion
- New Town Manager Search
- Approve Warrant for First Tax Issue 2021

5. CHAIRMAN'S REPORT

6. TOWN MANAGER REPORTS

- April Monthly Expense and Revenue Summary Reports
- Donation of Dock Repair Materials
- Update on Covid-19 Procedures/Best Practices
- Memorial Day Selectmen's Meeting

7. UPCOMING MEETINGS:

05/18-5:00PM-Energy Committee, Town Meeting Room
05/20-6:30PM-Abbott Library Trustees, Town Meeting Room
05/20-7:00PM-Planning Board Master Plan, Zoom Meeting
05/27-5:30PM-Water & Sewer Commission, Town Meeting Room

Nonpublic Session 91-A:3 II(d)- Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Town of Sunapee
NO THROUGH TRAFFIC/TRUCKS ORDINANCE

ARTICLE I – No Through Trucking and Prohibited Trucking

Section 1 – Authority to Regulate:

The Sunapee Board of Selectmen's authority to adopt regulations is set forth in RSA 41:11 relating to regulation of the use of town roads, and RSA 47:17, VII and VIII which specifically authorizes the Board of Selectmen to make special regulations as to the use of vehicles upon particular highways and to exclude such vehicles altogether from certain highways.

Section 2 – Conformity with Signs:

No person shall operate a vehicle in the Town of Sunapee except in conformity with the requirements or directives of traffic signals, signs and devices, and in the manner specified in RSA Chapter 265.

Section 3 – Vehicular Traffic Restrictions: (No Through Traffic)

No person shall operate a truck as defined by RSA 259:115-b, excepting a "light truck", as defined in RSA 259:50 on the following streets in a manner that allows the operator to travel from one end of the street to the opposite end as through traffic without stopping for either business or as a resident of that street, such vehicle described as light truck shall not be used or identified as a company or commercial truck with or without trailer attached.

Section 4 – Waivers:

It is the intent of this ordinance to reduce the amount of traffic using these roads as a short cut or pass through. The Board of Selectmen shall have the authority, and/or invest authority in the Sunapee Road Director and Sunapee Chief of Police, to grant permission for special exceptions. Such permission shall be written to an applicant who applies for deviation from the provisions of this ordinance. The applicant shall demonstrate that the circumstances are unique, the alternative route is unreasonable, and the use of the restricted public highway is in the public interest. The Board, Road Director or Police Chief shall have the authority to attach such conditions to the permission, as it deems prudent and necessary.

Section 5 – Trucks Prohibited:

No person shall operate a truck as defined by RSA 259:115-b, excepting a "light truck", as defined in RSA 259:50 on the following streets:

Central Street, Bradford Road, Paradise Road, Trask Brook Road,

Section 6 – Penalty:

Any person who violates this ordinance shall be subject to a violation and result in a fine of \$50.00 for a first offence, \$100.00 for second offence and \$250.00 for each subsequent offence. Payment shall be paid at the Sunapee Police Department within 72 hours of violation.

Section 7 – Exemption

All Town, State or Government vehicle shall exempt from this ordinance.

Section 8 – Effective Date

Having held a duly noticed public hearing on April 9, 2018 the Board of Selectmen by majority vote adopted this Ordinance on **June 15, 2018** which the effective date shall be hereof.

**Approved as amended by the Sunapee Board of Selectmen on April 9, 2018,
Amended by the Sunapee Board of Selectmen on May 17, 2021**

John V Chesson
Sally J Putonen
132 North Road
Sunapee, NH 03782

May 10, 2021

Selectmen, Town of Sunapee
23 Edgemont Road
Sunapee, NH 03782

About a year ago we contacted the Board about closing Sargent Road to through heavy tractor trucks. Recently, we learned about other road closures in the Town. Apparently, GPS directions to Carroll Concrete is Sargent Road. Heavy logging trucks take short cuts on Sargent Road. The following are reasons we think the road should be closed to heavy trucks.

1. Sargent Road is a narrow dirt road.
2. The bridge is rated for 6 tons.
3. Sargent Road requires constant maintenance.
4. Sargent Road is dusty.
5. There is a 270 degree turn from Sargent Road to North Road going south.
6. Trucks are a danger to children, pets, walkers and other cars.
7. There are better paved roads to get to any destination.

Sincerely,


John V Chesson


Sally J Putonen

Celia Osborne's Girl Scout Bronze Project



My Fitness Trail



Celia Osborne
Troop 51260
Spring, 2021

Introduction

- Every person needs fitness. Young and old!
- It helps us become strong and confident, It helps keep us healthy.
- Where did this idea come from? My family trip overseas, we stopped at a park along The Thames River and I loved the exercise equipment!



2



Why I am Interested

- As part of my Girl Scout Bronze Award Journey, I had to help my community and make an impact and for it to be something that I was passionate about.
- The Bronze Award is the highest honor that a Girl Scout Junior (4th or 5th grader) can achieve.
- The Bronze Award requires s Girl Scout to do something that will benefit the community with a lasting effect and build a team to help me do it.
- Here are some of the girls that have helped to work on my project.



Sunapee Needs More Fitness!

- Sunapee currently has 5 public playgrounds/play spaces, but no exercise areas.
- A fitness trail combines exercises on equipment with walking or jogging, it makes you move.
- Exercisers go from one station to the next and performs the exercises to help become and stay fit.
- Here are pictures of some play spaces in Sunapee.



Pictures of Some Fitness Trails



Did you Know?

- Outdoor fitness trails allow people to work at their own speed
- No reservations are needed
- Can be used by people of all ages
- It is made from strong, galvanized steel, that limits the risk of the equipment warping or bending. Adults, teens and seniors will be waiting in line to show off their skills

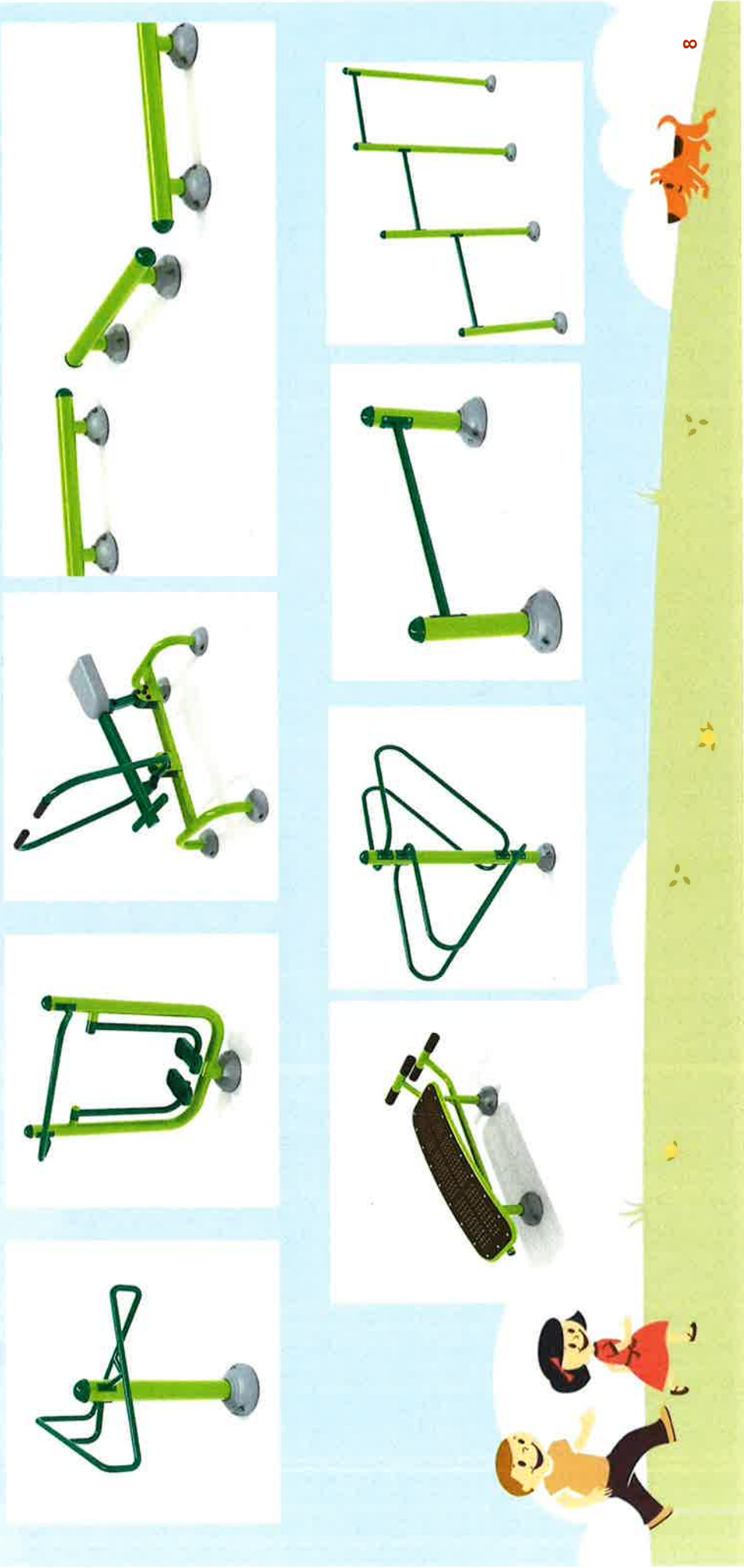


Our Selection

- I am making my purchase through AAA State of Play for an 8 Station Design
- The quote I received is for \$6773.00 and includes freight
 - Double Station Stretching Post
 - Single Sky Walker
 - Single Station Rower
 - Triple Station Balance Beam
 - Single Station Sit-Up Bench
 - Double Dip Station
 - Single Station Push-Up Bar
 - Triple Station inclined Chin-Up Bars



Here is the color rendered equipment



Where Will it Be?

After Meeting with the Recreation Director Scott Blewitt, we settled on some great spots.

The fitness trail will be in Coffin Park, starting next to the Town Office and going up the hill to the gravel lot. The initial systems will be installed on the grassy hill with 4 level locations and it is right next to the Sugar River.



Frequently Asked Questions

- ★ Can you burn a lot of calories on a Fitness Trail?
 - Yes! It all depends on how much effort you put into your workout.
- ★ Who can use a fitness trail?
 - The AAA State of Play equipment is designed for many ages and fitness levels.
- ★ Is a fitness trail expensive?
 - An outdoor fitness trail can cost much less than a playground!
- ★ What is the exact cost?
 - The cost to purchase the equipment is \$6,773.00

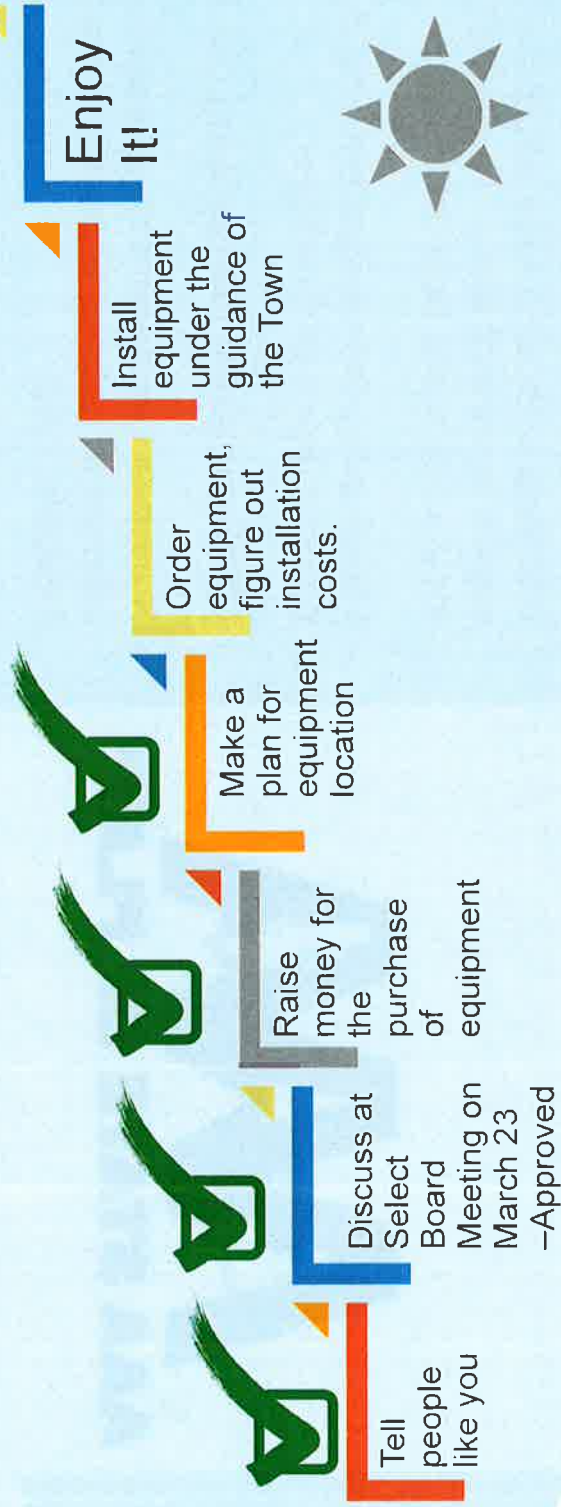


How are we going to make this happen?

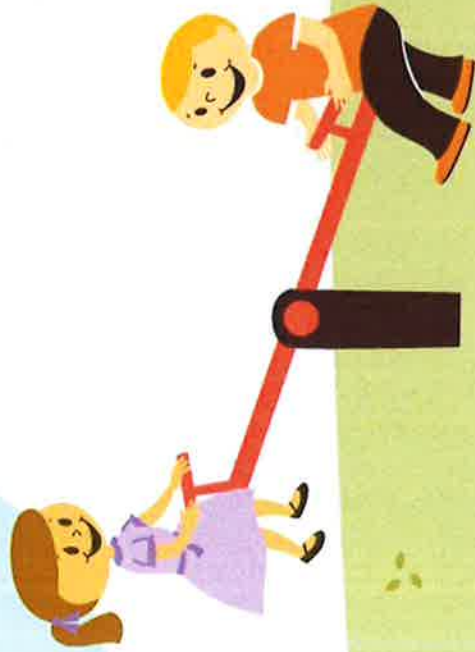
- AAA State of Play equipment is easily installed without heavy equipment or expert technical skills. The installation instructions are easy to follow.
- Purchasing the equipment and donating it to the Town of Sunapee
- Getting interest in improving our Town
- Sunapee Gardeners have expressed an interest in helping to make my project a beautiful one!



Our steps to success



How You Can Help?



Ways to Donate to our project

- Help out on my work crew when the equipment comes in!
- If you would like to make a donation, you can mail it to:
- Girl Scout Troop #51260 % Celia Osborne 284 Route 11 Sunapee, NH 03782



References

Original presentation made by Anna Kuykendall, Girl Scout Junior, Troop 51260.

Edited by members of my Bronze team: Celia Osborne, Sienna Haas, Kyras Olivier, Samantha & Tabitha Shughart....and my mom!

Our playground images are our own.

Details about AAA State of Play from aaastateofplay.com

Thank you for your support..... Celia



\$50.00 per hr
5/3/21

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

N/A

This Organization is: Non-Profit - Political - Private (N/A for profit companies)

Richard Ostroski or Marjorie Ostroski
Name of Duly Authorized:

Mailing Address: 289 Route 13

Brookline NH 03033

Daytime Phone: 603-673-2457 Evening Phone: Same OR
603-732-2515 (cell)

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: June 19 Time: From: 5 pm To: 5 30 pm
Saturday

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

Short wedding ceremony

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on approx. 50 # of people and approx. 15-18 # of vehicles attending our event.

Signature of Responsible Individual Majorie A. Ostrowski Date Apr 30, 2021

See attached
Approved by Chief of Police _____ Date _____

_____ # of Officer(s) will be assigned to event at applicant's expense.
Scott Bunt 5/11/20
Approved by Recreation Director (if applicable) _____ Date _____

See attached
Approved by Fire Chief (if applicable) _____ Date _____

Approved by Highway Director (if applicable) _____ Date _____

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) _____ Date _____

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

Barbara Vaughn

From: David Cahill <david.cahill@sunapeepd.com>
Sent: Monday, May 3, 2021 12:43 PM
To: Barbara Vaughn; John H. Galloway; Scott Blewitt
Subject: Re: Use of Facilities

Barb, I am ok with it if you can forge my name so board can sign it tonight.
Chief

David P. Cahill
Chief of Police
Sunapee Police Department
9 Sargent Road
Sunapee, N. H. 03782
(603) 763-5555

From: Barbara Vaughn <frontdesk@town.sunapee.nh.us>
Sent: Monday, May 3, 2021 11:42:09 AM
To: david.cahill@sunapeepd.com <david.cahill@sunapeepd.com>; John H. Galloway <firechief@town.sunapee.nh.us>; Scott Blewitt <recreation@town.sunapee.nh.us>
Subject: Use of Facilities

Good Morning,

Please review and sign for me.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782
603-763-2212
frontdesk@town.sunapee.nh.us

Barbara Vaughn

From: John H. Galloway
Sent: Monday, May 3, 2021 1:49 PM
To: Barbara Vaughn
Subject: Re: Use of Facilities

I'm ok with it. Same as chief cahill

On May 3, 2021 11:42 AM, Barbara Vaughn <frontdesk@town.sunapee.nh.us> wrote:
Good Morning,

Please review and sign for me.

Barbara Vaughn
Administrative Assistant
23 Edgemont Road
Sunapee, NH 03782
603-763-2212
frontdesk@town.sunapee.nh.us

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): Ben Mere/Bandstand - Coffin Park - Dewey Beach - Georges Mills Harbor -
Safety Services Building - Sunapee Harbor - Tilton Park

Name of Organization:

Sunapee Fire Department Association

This Organization is: Non-Profit - Political - Private (N/A for profit companies)

Non-Profit

Name of Duly Authorized:

Steven I. Montfort RICHARD HAMM

Mailing Address: PO Box 30, Sunapee, NH 03782-0030

Daytime Phone: 603-340-0849 Evening Phone: 603-340-0849

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: July 3, 2021 Time: From: 1130 To: 1300

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

Independence Day Parade, Stage on Old Georges Mills

Rd, from Central St → Main St → Harbor → River St → Main St →

Lower Main St, end at North Rd.

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 500-700 # of people and under 100 of vehicles attending our event.

Signature of Responsible Individual Richard Hamm (President) S.I. Marshall Date 05/07/21

Derry P. Cohn 5-7-21
Approved by Chief of Police Date

Scott Bunn # of Officer(s) will be assigned to event at applicant's expense.
Approved by Recreation Director (if applicable) 5/11/21
Date

John Cunniff
Approved by Fire Chief (if applicable) 5/7/21
Date

Approved by Highway Director (if applicable) Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen) Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand – Coffin Park Dewey Beach Georges Mills Harbor –
Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

SCES - Fifth grade

This Organization is: Non-Profit – Political –Private (N/A for profit companies)

Lesley Scheele / W. Huston / Non-Profit
Name of Duly Authorized:

Mailing Address:

22 School Street
Sunapee, NH 03782

Daytime Phone:

603-843-5042

Evening Phone:

Same

I/We hereby apply for permission to use the above circled Town facility on:

Event Date:

6/3 or 6/4

Time: From:

8:45/
9:00

To:

2:30

Please describe the complete details of the event: (If advertising please include ad or flyer)

*include a list of outside vendors that will be part of your event.

We would love to spend the day at
Dewey Beach w/ our 5th graders for our
annual Beach Day. Our plan is just students
+ SCES staff this year bc of Covid.

I/We acknowledge understanding the following restrictions:

- (1) If this event will likely bring more than 50 people or 20 cars to the area, the applicant must first submit this application to the Chief of Police. The Chief of Police may require the applicant to hire police officer(s) for crowd or traffic control.
- (2) I/We agree to abide by the Town of Sunapee's Recreation Area Ordinance, which controls conduct and uses of this area.
- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on 4-20 # of people and maybe 1 or 2 # of vehicles attending our event.

Signature of Responsible Individual

by Schule

Date

May 13, 2021

Dan P. ...

Approved by Chief of Police

5-18-2021

Date

0 # of Officer(s) will be assigned to event at applicant's expense.

Sean B...

Approved by Recreation Director (if applicable)

5/14/21

Date

[Signature]

Approved by Fire Chief (if applicable)

5/13/21

Date

Approved by Highway Director (if applicable)

Date

[Signature]

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

5/17/21

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

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ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

APPLICATION FOR USE OF TOWN OF SUNAPEE FACILITIES

Area (Circle One): BenMere/Bandstand – Coffin Park Dewey Beach – Georges Mills Harbor –
Safety Services Building--Sunapee Harbor-Tilton Park

Name of Organization:

SCES - Fifth Grade

This Organization is: Non-Profit – Political –Private (N/A for profit companies)

Lesley Scheele / W. Huston / Non-Profit
Name of Duly Authorized:

Mailing Address: 22 School Street
Sunapee, NH 03782

Daytime Phone: 603.843.5042 Evening Phone: Same

I/We hereby apply for permission to use the above circled Town facility on:

Event Date: 6/3 or 6/4 Time: From: 8:45/9:00 To: 2:30

Please describe the complete details of the event:(If advertising please include ad or flyer)

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We would love to spend the day at
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+ SCES staff this year bc of Covid.

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- (3) The applicant shall indemnify and hold the Town of Sunapee, its employees, agents, and representatives harmless from any and all suits, actions, claims, in equity or at law, for damages asserted by any attendees at such function, or other third parties, resulting from the use of the premises, or from

the food and beverages served at the above-described function. In addition, in the event that the town is required to respond to any claims of any nature arising in connection with the function or the applicant's use of the premises, the applicant agrees to pay to the Town all costs, fees, charges and attorney's fees which may be incurred by the Town concerning such claims.

I/We plan on +/- 20 # of people and ^{maybe} 1 or 2 # of vehicles attending our event.

Signature of Responsible Individual

My Schule

Date

St. Peter
May 13, 2021

Approved by Chief of Police

Date

of Officer(s) will be assigned to event at applicant's expense.

Sean Berr
Approved by Recreation Director (if applicable)

Date

5/14/21

John C...
Approved by Fire Chief (if applicable)

Date

5/13/21

Approved by Highway Director (if applicable)

Date

Signature of Approving/Denying Authority (Chairman of the Board of Selectmen)

Date

Insurance: At least ten (10) days prior to such scheduled function, the applicant shall furnish to the Office of the Sunapee Board of Selectmen written confirmation that the applicant has secured adequate liability insurance covering the event in an amount not less than \$300,000.

***Suggested \$50 contribution for non-residents**

**NO ALCOHOL ALLOWED ON TOWN PROPERTIES WITHOUT A
ALCOHOLIC CONSUMPTION ON TOWN PROPERTY PERMIT**

Barbara Vaughn

From: Town Manager
Sent: Monday, May 3, 2021 9:24 AM
To: Barbara Vaughn
Subject: FW: NHCF Grant Award letter

From: Make A Grant <makeagrant@nhcf.org>
Sent: Thursday, April 29, 2021 12:52 PM
To: Town Manager <manager@town.sunapee.nh.us>
Subject: NHCF Grant Award letter

April 29, 2021

Ms. Donna Nashawaty
Town Manager
Town of Sunapee, NH
23 Edgemont Road
Sunapee, NH 03782

Grant ID#: 135030

Dear Ms. Nashawaty:

I am pleased to inform you of a \$1,000.00 grant from the Harkins Family Charitable Fund, one of the Foundation's donor-advised funds. The grant has been made at the recommendation of Jack R. Harkins for the Sunapee Food Pantry. Correspondence of appreciation can be sent directly to the donor at 92 Garnet Street PO Box 708, Sunapee, NH 03782.

We have transitioned from paper award letters. This is your official grant award letter, so please keep this email for your records.

The grant award check will be mailed to your organization within 7-10 business days. Please carefully review the Terms of Award below, which explain the terms and conditions of the grant. Deposit of the grant check signifies your acceptance of and intent to comply with these terms. The fund advisors have received a tax receipt for donations made to their fund, and no additional documentation is needed for tax purposes.

If you choose to publicize your work, please acknowledge support from the New Hampshire Charitable Foundation's Harkins Family Charitable Fund. Please refer to our Press Kit at www.nhcf.org/publicity for additional information. We also encourage you to share your story with us so we can help publicize your good work.

If you have questions about the grant check, grant purpose, or Terms of Award, please refer to the FAQ page of our website: www.nhcf.org/checkmintfaq. If this email has reached you in error, please forward it to the person in your organization who should receive it and contact us at checkmint@nhcf.org so that we may correct our records. Questions about the donors who recommended this grant may be sent to donorservices@nhcf.org.

Our best wishes for the success of your programs.

PLEASE NOTE: By accepting this gift, the grant recipient acknowledges that the entire value of this contribution is for charitable purposes and no goods, services or benefits were provided to any individuals affiliated with said donor-advised fund.

TERMS OF AWARD

Grant awards from the New Hampshire Charitable Foundation are made only for the purpose(s) specified in the enclosed grant award letter. Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below and in the grant award letter.

Expenditure of Grant Funds:

The grant funds are awarded only to the grant recipient and for the amount and purpose(s) specified in the grant award letter, and subject to any conditions included therein.

Grant funds may be (but are not required to be) used to support attempts to influence legislation of any governmental body in accordance with the grant recipient's project proposal and/or grant award letter, and any applicable IRS regulations. Within reportable activities, the grant recipient must track and report both direct and grassroots activities and submit this to the New Hampshire Charitable Foundation. No part of any grant may be used for support of a political campaign.

Return of Grant Funds to the New Hampshire Charitable Foundation

Grant funds will be returned if the New Hampshire Charitable Foundation determines that the grant recipient has not performed in accordance with the Terms of Award, or met the conditions described in the grant award letter.

Unexpended grant balances should be returned to the New Hampshire Charitable Foundation if the grant recipient loses its exemption from federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

Reports

A grant report is only required if it is specified as a condition in the grant award letter. If no such condition is noted, there is no requirement to provide any type of grant report. However, at times, a New Hampshire Charitable Foundation staff member may reach out to learn about the general impact of the grant funding within the grant recipient's organization.

Acknowledgement and Publicity

The New Hampshire Charitable Foundation encourages you to publicize your work, including acknowledgement of this grant funding. A "Grantee Press Kit" can be found on the New Hampshire Charitable Foundation website for additional guidelines and assistance.

Anti-Discrimination in Grantmaking Policy

The New Hampshire Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans status, pregnancy or genetic information.

Future or Additional Funding

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned, for any reason, there will be no further obligation in connection with this grant award.



State of New Hampshire Department of Safety

Robert L. Quinn, Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Eddie Edwards, Assistant Commissioner



Homeland Security and Emergency Management

Jennifer L. Harper, Director

Grant M. Nichols, Assistant Director

April 29, 2021

Howard Sargent, EMD
Sunapee Emergency Management
9 Sargent Road
Sunapee NH, 03782

Dear Director Sargent:

The New Hampshire Department of Safety, Homeland Security and Emergency Management (HSEM) is pleased to provide your community with an Emergency Management Performance Grant (CFDA #97.042). The amount of the Federal portion of this grant is \$4,000.00 for the LEOP Update project. This amount represents a maximum of 50% of approved eligible activities, as outlined in Exhibit A of your Grant Agreement. The remaining 50% match is to be supplied by you, the Subrecipient, as outlined in Exhibit B. I am enclosing a fully executed copy of the Grant Agreement for your file.

The first **Quarterly Report** will need to be completed and submitted prior to June 15, 2021 for this current quarter (April 1 to June 30, 2021). The Quarterly Report form can be completed online at https://apps.nh.gov/blogs/hsem/?page_id=2666. Quarterly reports are an important way for us to monitor the progress of your project. Subsequent reports are to be submitted within 15 days after the end of each quarter until the project is complete. *Failure to submit your reports on time can result in loss of funding for projects and future grant awards.*

Your community has been identified as a **Medium Risk** subrecipient. This can be due to a number of factors such as the complexity of this project, the cost of this project, or patterns of insufficient reporting in this grant program or others through Homeland Security and Emergency Management (HSEM).

As a result of this heightened risk, you must submit modified Quarterly Progress Reports that will require that additional questions be answered in regards to the progression of your project and familiarity with processes in the EMPG Program such as submitting for reimbursement. A minimum of one site visit will also be completed within the Period of Performance for the grant.

You will need to refer to this identifier: **Medium Risk** when completing Quarterly Progress Reports. This identifier will conditionally require more reporting on behalf of your community to include detailed questions in the Quarterly Report(s) and/or monitoring visits. In accordance with your grant agreement, you agreed to comply with all reporting and monitoring activities that are required through this grant award. *Failure to comply can limit or prohibit future funding opportunities.*

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

Mr. Sargent, EMD
Page Two
April 29, 2021

In accordance with your grant agreement, your project is required to be completed and invoices need to be dated on or before August 31, 2021; all requests for reimbursement/payment need to be made by September 30, 2021. Requests for reimbursement/payment must be submitted on your community's letterhead and should include copies of invoices/bills, cancelled checks or copies of expense ledgers (if applicable) and submitted on the HSEM Resource Center: https://prd.blogs.nh.gov/dos/hsem/?page_id=4648.

Please note any **changes in the original scope of work** must have prior approval; please be sure to complete a Grant Change Request Form found on the HSEM Resource Center at https://apps.nh.gov/blogs/hsem/?page_id=419 well in advance of the grant's expiration date to allow for adequate review and approval, if allowable.

Lastly, a **Final Expenditure and Performance Report** will need to be completed when your project is complete and all expenses in connection with this project are captured. The Final Performance and Expenditure Report can be completed online at: https://prd.blogs.nh.gov/dos/hsem/?page_id=4644. *This form needs to be returned to this office no later than September 30, 2021.*

For your convenience, all of these forms can be found on our website at https://apps.nh.gov/blogs/hsem/?page_id=419.

With the acceptance of this Federal money you are required to maintain financial records, supporting documents and all other pertinent records for a period of three (3) years.

If you have any questions concerning this grant, payment of it or about any of the required forms, please contact me at (603) 223-3639 or at NHEMPGprogram@dos.nh.gov.

Thank you for your dedication and commitment to emergency management.

Sincerely,

Robert Perocchi
EMPG Program Coordinator

Enclosures

cc: Julia Chase, Senior Field Representative, HSEM



EMPG

Emergency Management Performance Grant

Summary and Timeline for Report Submittals

**HOMELAND SECURITY
EMERGENCY MANAGEMENT**
NEW HAMPSHIRE DEPARTMENT OF SAFETY



Phase 1: Starting Point

Letter of Intent

To be submitted for low priority projects before an application to let EMPG Coordinator know of project.

[CLICK for LINK](#)

Application

To be submitted for every project.

[CLICK for LINK](#)

Federal Funding Accountability & Transparency Act Report (FFATA)

To be submitted for every project over \$25,000.

[CLICK for LINK](#)

Phase 2: After Award

Quarterly Progress Reports

Reports to be completed for monitoring due on January 15, April 15, July 15 and October 15 while grant is open.

[CLICK for LINK](#)

Change Request Form

To be submitted **IF** you would like to change the original scope of work for the grant/project.

[CLICK for LINK](#)

Reimbursement Request

To be completed once reimbursement is needed; include reimbursement letter on **City/Town Letterhead**.

[CLICK for LINK](#)

Phase 3: Closeout*

Reimbursement Request

To be completed once reimbursement is needed; include reimbursement letter on **City/Town Letterhead**.

[CLICK for LINK](#)

Equipment Inventory Form

To be completed for each item of equipment purchased for \$250 or more.

[CLICK for LINK](#)

Audit Certification Form

Also available in the Final P&E Report (only needs to be completed once) to let HSEM know if your community needs a single audit.

[CLICK for LINK](#)

Final Performance and Expenditure Report

The final report needed for the completion of project, similar to QPRs.

[CLICK for LINK](#)

These forms/reports may not apply to each project - submit as needed.

These forms/reports must be submitted for each subrecipient.

Please contact your assigned HSEM Field Representative or the EMPG Coordinator at 603-271-2231 for any questions or assistance.

*If reimbursement is for full amount of grant or for the final installment, all reports in this section need to be completed for reimbursement to be requested.



HOMELAND SECURITY EMERGENCY MANAGEMENT

NEW HAMPSHIRE DEPARTMENT OF SAFETY

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

CFDA #97.042

Preface

This guide serves as a reference for New Hampshire Homeland Security and Emergency Management Emergency Management Performance Grant Program applicants. In addition to providing a program overview and informing new and current EMPG participants about the application process, this guide outlines specific compliance and task requirements for successful program participation. This document also contains the State's priorities in funding under this program.

HSEM is pleased to respond to any questions not covered by this guide and welcome suggestions to improve the utility and content of the guide. Please contact the EMPG Coordinator at 603-271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at nhempg.program@dos.nh.gov.



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Overview

The Emergency Management Performance Grant (EMPG) Program supports building and maintaining a comprehensive, all-hazards emergency preparedness system. This includes assisting State and local governments and other eligible agencies to build and sustain the core capabilities outlined in the National Preparedness Goal (NPG). New Hampshire's EMPG Program focuses on Planning, Organization/Administrative (project-driven), Equipment, and Maintenance/Sustainment.

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) has identified an overarching **priority** for the EMPG Program: *Supporting the implementation of the National Preparedness System*.

The National Preparedness System (NPS) is the instrument the Nation employs to build, sustain, and implement core capabilities to achieve the goal of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the NPS allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

Definitions

Applicant - An eligible non-Federal entity that applies for funding under the EMPG Program. The entity is referred to as an *Applicant* during the pre-award phase only and includes state and local governments, educational facilities, and critical non-profit agencies.

Subrecipient - A non-Federal entity that is awarded an EMPG grant from HSEM, the pass-through entity, for their use in carrying out agreed-upon, eligible activities.

EMPG Application

Applicants are required to submit their project application(s) via HSEM's online Resource Center. The application(s) submitted will identify all projects in detail. Refer to the current [EMPG Quick Reference Guide](#) for a checklist of information required at time of application. The online **EMPG Application** is located on the [Resource Center](#) and is available year round. Should you not have the ability to apply online, an HSEM Field Representative is available to assist you.

Application Review

Completed applications are initially assessed by HSEM Field Representatives and then by the EMPG Coordinator. Some applications may require an additional review by committee, according to guidelines established in this document. This review takes place monthly, or as needed. The EMPG Review Committee consists of representatives from HSEM as well as external subject matter experts, as applicable to the type of submitted projects. The merits of the application will include, but not necessarily limited to:

- The project supports and aligns with the National Preparedness Goal (NPG);
- The project enhances the Subrecipient's emergency management capabilities based on the threats and hazards that are most relevant now and in the future to their community/agency;
- The project is not for everyday use and is primarily for enhancing emergency management capabilities;
- The project is technically feasible;
- The match identified in the application relates to the project and is verifiable, reasonable, allowable, and necessary;
- The application demonstrates clearly defined and well-planned milestones which show the project can be completed within the performance period for the grant;
- The cost of this project is reasonable for the project type;
- The project is a high priority/immediate need for the Subrecipient;
- The useful life (longevity) of the project is identified and sustainable;
- The project fits within NH's identified priorities.

Letter of Intent

The purpose of this form is to establish your community/organization's interest in the EMPG Program. **This form should be submitted prior to application submission if the proposed project falls into one of these categories: (1) cost estimates exceed \$50,000.00, (2) project requires an Environmental and Historic Preservation (EHP) compliance review, or (3) project is identified as medium or low priority according to EMPG guidance.** The online [Letter of Intent](#) is located on the Resource Center and is available year round. Should you not have the ability to submit this form online, an HSEM Field Representative is available to assist you.

Grant Agreement

A grant agreement is required to be executed for each grant award. This is a legally binding agreement between the Subrecipient and the State of New Hampshire. The agreement contains general terms and conditions, scope of services, grant expiration date, reporting requirements, grant amount and payment method, as well as any special provisions. Any changes in the original scope of work **must** have prior approval of the EMPG Coordinator. Once the executed grant agreement is returned to HSEM, it may take another 1-2 months for review and final decision/approval to be made. Refer to *Scope of Work Changes*, under the Grant Compliance Requirements section for additional instructions.



Period of Performance

Beginning dates for an award is dependent upon when each individual grant agreement is approved. Once a grant agreement is approved, Subrecipients are notified via email of the effective date. Please reference the table below for the applicable period of performance end date. Please notice the differences in the end dates of each Period of Performance for the Federal Fiscal Years. This change allows for an efficient and accurate closeout for the overall program.

EMPG Award	Period of Performance
Federal Fiscal Year 18 (FFY18)	October 1, 2017 - September 30, 2020
Federal Fiscal Year 19 (FFY19)	October 1, 2018 - August 31, 2021
Federal Fiscal Year 20 (FFY20)	October 1, 2019 - August 31, 2022

Monitoring

HSEM is responsible for monitoring Subrecipient activities. The purpose of grant monitoring is to ensure the program is being administered properly and records are being maintained in accordance with applicable regulations. It is also used to render technical assistance, as necessary. The level of monitoring for a Subrecipient is determined by the result of a risk-based assessment (*refer to Risk Assessments (Pre-Award) under the Grant Compliance Requirements section of this document*). The monitoring levels consist of programmatic reviews, desk audits and on-site program/compliance reviews. Contacts with Subrecipients are documented and filed. The level of monitoring a subrecipient will be required to undergo is determined by the result of the Risk Assessment (Pre-Award). This risk identifier is dependent on a number of factors further outlined in the Risk Assessment (Pre-Award) section. In order to comply with Federal and State regulations, subrecipients must fully and accurately complete all areas of reporting and do so in a timely manner. Failure to do so could result in limitation of funds or prohibit future funding requests from this grant program or other grant programs through Homeland Security and Emergency Management.

Contact Information

For questions or assistance with the EMPG Program, contact your assigned HSEM Field Representative at nhfs@dos.nh.gov, 603-223-3663 or contact the EMPG Coordinator at nhempgprogram@dos.nh.gov or 603-271-2231.

NH Division of Homeland Security and Emergency Management	(603) 271-2231	nheoc@dos.nh.gov
Jennifer Harper, HSEM Director	(603) 223-3615	Jennifer.L.Harper@dos.nh.gov
Vacant Position, Assistant Director		
Fallon Reed, Chief of Planning	(603) 223-3628	Fallon.C.Reed@dos.nh.gov

Olivia Barnhart, Assistant Chief of Grants	(603)-223-3639	Olivia.W.Barnhart@dos.nh.gov
Robert Perocchi, EMPG Program Coordinator	(603)-223-3627	Robert.A.Perocchi@dos.nh.gov
David Vaillancourt, Chief of Field Services	(603) 223-3630	Dave.E.Vaillancourt@dos.nh.gov
Kathy Partington, Assistant Chief of Field Services	(603) 223-3642	Katherine.R.Partington@dos.nh.gov
Julia Chase, Senior Field Representative	(603) 223-3612	Julia.A.Chase@dos.nh.gov
Courtney Jordan, Special Facilities Field Representative	(603) 223-3657	Courtney.L.Jordan@dos.nh.gov
Elizabeth Gilboy, Field Representative	(603) 223-3668	Elizabeth.K.Gilboy@dos.nh.gov
Paul Hatch, Field Representative	(603) 223-3635	Paul.M.Hatch@dos.nh.gov
Heidi Lawton, Senior Field Representative	(603) 223-3631	Heidi.A.Lawton@dos.nh.gov
Heather Dunkerley, Senior Field Representative	(603) 223-3614	Heather.A.Dunkerley@dos.nh.gov



Grant Compliance & Certification Requirements

You must fully review and understand the following compliance requirements as you will be asked to certify this in your application.

2 C.F.R. Part 200

In December 2014, FEMA implemented Title 2, Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Super Circular"). 2 C.F.R. Part 200 provides guidance on the administrative aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed out). The following list identifies some of the areas where substantive changes were made, effective December 2014, in 2 C.F.R. Part 200 and impacts EMPG Subrecipient. **EMPG Subrecipients are encouraged to become familiar with the requirements of each section:**

- [§200.112 Conflict of Interest](#)
- [§200.204 Federal Awarding Agency Review of Merit Proposals](#)
- [§200.307 Program Income](#)
- [§200.308 Revision of Budget and Program Plans](#)
- [§200.309 Period of Performance](#)
- [§200.313 Equipment](#)

Current EMPG subrecipients ***must*** continue to follow the terms and conditions of their individual awards. An electronic version of [2 C.F.R. Part 200](#) is located at ecf.gov and updated on a regular basis.

Audit Submittals

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of application. Submittal of additional audits may be requested if the grant award extends between multiple fiscal years or due to the determination of the risk assessment.

Authorized Equipment List

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NH's program allows for equipment that falls under nine (9) of the [AEL categories](#) (*refer to Allowable Costs, Section C, Equipment of this document*).

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will be required to review and provide acceptance of the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace*



Requirements Form at the time of application. Acceptance of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 C.F.R. Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

Commingling

Commingling is the mixing or blending of funds so that expenditures cannot be identified to a particular grant, project, or indirect activity. FEMA requires that recipients of Federal grant funds utilize financial systems that provide for effective control over and accountability for all funds, with separate accounts established for each project. The accounting systems of all Subrecipients ***must*** ensure that agency funds are not commingled with funds from other Federal agencies. Each award ***must*** be accounted for separately. Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another. Where a Subrecipient's accounting system cannot comply with this requirement, the Subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

Davis-Bacon Act Compliance

EMPG Subrecipients using funds for construction projects ***must*** comply with the *Davis-Bacon Act* (40 U.S.C. §§ 3141 *et seq.*). Grant recipients ***must*** ensure that their contractors or subcontractors for construction projects pay workers employed directly at the worksite no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including [Department of Labor \(DOL\) wage determinations](#), is available at the DOL website.

Data Universal Numbering System (DUNS)

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. The Subrecipient's active DUNS number ***must*** be provided on the EMPG application and will be verified by the EMPG Coordinator through www.sam.gov. Subrecipients should confirm they have a DUNS number or take the steps necessary to obtain one, as soon as possible. Subrecipients can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or by visiting the [Dun & Bradstreet website](#).

Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and projects funded by this grant program comply with Federal Environmental Planning and Historic Preservation (EHP) regulations, laws and Executive Orders, as applicable.



Applicants proposing projects that have the potential to impact the environment, **must** participate in the FEMA EHP review process. These projects would include, but not limited to:

- generator installations,
- construction of communication towers,
- modification of existing buildings,
- structures and facilities (i.e., installing security cameras or overhead projectors)

The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process.

The EHP review process **must be completed and approved before** funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review. If the project is started prior to EHP approval, the project will be considered **non-compliant** and receipt of FEMA grant funds will be jeopardized.

Additionally, all Subrecipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in [FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance](#), and [FP 108.24.4, Environmental Planning and Historical Preservation Policy](#). Other supporting documentation, including the [EHP Screening Form](#), located in HSEM's Resource Center.

When applying for funds to construct **communication towers**, applicants **must** submit evidence that the Federal Communications Commission's (FCC) Section 106 review process has been completed and upload all documentation resulting from that review into their online EMPG application. Applicants are also encouraged to coordinate with the State Historic Preservation Office (SHPO) to identify potential historic preservation issues. All required EHP review documentation is to be submitted at time of application. Contact your HSEM Field Representative for assistance, if needed.

In the event that a subrecipient utilizes EMPG funding to purchase a **200 horsepower or 120 Kilowatt diesel generator** the subrecipient must contact [New Hampshire Department of Environmental Services \(NH DES\) Air Resources Division](#) for possible permitting requirements.

Additional permitting may be required through New Hampshire Department of Environmental Services (NH DES) Oil Compliance Bureau for above ground petroleum storage tanks to include, but not limited to: facilities having a single above ground tank system with an oil storage capacity of more than 660 gallons. Subrecipients can reach out to NH DES Oil Compliance Bureau at 603-271-0686. For more information, please refer to the [Registration of Aboveground Petroleum Storage Tanks Fact Sheet](#).

Excluded Parties List System

Applicants are **required** to confirm and certify that any and all vendors, contractors, or sub-contractors being used for the proposed project(s) are not listed on the Excluded Parties List



System (EPLS) located on www.sam.gov. For further information on the EPLS, refer to the [Identifying Excluded Entities Fact Sheet](#).

Extension Requests

Applicants should only propose projects that will be completed within the performance period. Extensions to the period of performance may be considered by HSEM when (due to circumstances beyond the control of the Subrecipient) activities associated with the award cannot be completed within the stated performance period. The Subrecipient should request an extension in writing at least 3 months prior to the grant's expiration date explaining why the project could not be completed within the established deadline. Extensions are granted on a case-by-case basis by the EMPG Coordinator and/or the HSEM Director.

Matching Funds

The EMPG Program has a **50% Federal** and **50% Local** match (cash or in-kind) requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the Subrecipient contributions **must** be *reasonable, allowable, allocable, and necessary* under the grant program and **must** comply with all Federal requirements and regulations. At the time of application, proof of match is required if the applicant plans to use previously accrued soft/in-kind match (prior to grant application, but within the grant's period of performance). Otherwise, when seeking reimbursement, proof of match equal to the amount being requested **must** be provided at the time of request. Any questions on allowable local match should be directed to your assigned HSEM Field Representative or the EMPG Coordinator.

National Incident Management System (NIMS) Compliance

In accordance with HSPD-5, *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. NIMS provides a common approach to state and national response that enables responders at all levels to work together more effectively to manage domestic incidents. It includes a core set of guidelines, standards, and protocols for command and management, preparedness, and communications in emergency situations. Applicants **must** certify that they are NIMS compliant or working towards compliance and will furnish documentation upon request. Applicants are **required** to complete and submit the online [NIMS Compliance Survey](#) annually, located on the HSEM Resource Center.

Non-Compliance

Per 2 C.F.R. §200.338/Remedies for Noncompliance, if a Subrecipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to 2 C.F.R. §200.207). If those additional conditions do not remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. Also, be sure that projects are **NOT** started and/or purchases are **NOT** made against the Federal award share prior



to receiving notification of your grant award – you will **NOT** receive reimbursement and will risk ability to receive future grant funds.

Procurement by Non-Federal Entities

Procurement is the process of acquiring (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. This process **must** be competitive and well-documented. All Subrecipients of Federal awards will also follow 2 C.F.R §§200.318-200.326 along with applicable local and State policies when procuring property and services. As covered under these regulations, Subrecipients **must** maintain and use documented procurement procedures and standards of conduct, have written procedures for procurement transactions and follow methods of procurement according to the size of the purchase. In combination with the previously mentioned procurements requirements, Subrecipients **must** perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at \$150,000) including contract modifications and provide HSEM with procurement documents upon request. Be sure to review the regulations in their entirety by following the links associated with each of the regulations listed below:

- [§ 200.318 General procurement standards](#)
- [§ 200.319 Competition](#)
- [§ 200.320 Methods of procurement to be followed](#)
- [§ 200.321 Contracting with small and minority business, women's business enterprises, and labor surplus area firms](#)
- [§ 200.322 Procurement of recovered materials](#)
- [§ 200.323 Contract cost and price](#)
- [§ 200.324 Federal awarding agency or pass-through entity review](#)
- [§ 200.325 Bonding requirements](#)
- [§ 200.326 Contract provisions \(must contain applicable provisions described in Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards\)](#)

Note: Federal requirements are in addition to local and state requirements.

Records Retention

With the acceptance of EMPG funds, Subrecipients are **required** to retain grant records and documentation for a period of three (3) years from the State's submission of the final expenditure report to FEMA. This date will be provided on the Subrecipient's close out letter. Grant documentation includes, but is not limited to:

- grant applications,
- copies of financial reports,
- progress reports,



- expenditure reports,
- invoices,
- contracts,
- related correspondence and memoranda (which may include emails).

Subrecipients shall also maintain detailed documentation of the 50% cost share (match) required by this grant.

Risk Assessments (Pre-Award)

In accordance with 2 C.F.R 200.328, a risk assessment is conducted to determine the type and level of monitoring that is required for each Subrecipient and is completed at the time of application. The assessment helps to identify risks to achieving grant objectives, analyzes those risks, and decides how to respond to those risks. The risk assessment contains a number of scoring criteria such as the size and complexity of the grant, past audit findings, experience and past performance of the applicant. The level of risk (low, moderate, high) helps determine the level of Subrecipient monitoring or other response by HSEM. Monitoring procedures range from programmatic reviews to extensive site visit reviews. A separate risk assessment is performed for each grant program the Department of Safety (DOS) manages.

Dependent on the level or risk (low moderate or high), a subrecipient may be subject to additional reporting and/or site visits. Additional reporting will consist of (however, is not limited to) answering additional questions in the Quarterly Progress Report (QPR) and site visits. The questions addressed in the QPRs and through site visits will allow the EMPG Program Coordinator to determine whether the project is progressing appropriately and that the subrecipient is familiar or knowledgeable on the responsibilities of the EMPG Program. Subrecipients will be notified of their level of risk, and additional reporting requirements as applicable, at the time of award. Failure to comply can limit or prohibit future funding opportunities for this grant program and others offered by Homeland Security and Emergency Management (HSEM).

SAFECOM Guidance

Subrecipients who receive awards under the EMPG that wholly or partially provide funding for emergency communication projects and related activities **must** comply with the most recent version of the [SAFECOM Guidance on Emergency Communications Grants](#). The SAFECOM Guidance is updated annually to provide current information on emergency communications policies, eligible costs, best practices, and information on technical standards that ensure greater interoperability for State, local, tribal, and territorial Subrecipients investing Federal funds in emergency communications projects. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Subrecipients investing in broadband-related investments should review [IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments](#), and ensure projects support the Statewide Communication Interoperability Plan (SCIP). Contact the **Statewide Interoperability Coordinator** at 603-223-8003 with any questions.



Scope of Work Changes

Subrecipients may request a modification to their grant agreement for minor changes in the Scope of Work. Any changes in the original Scope of Work must have prior approval by the EMPG Coordinator. Requests for Scope of Work changes must be submitted well in advance of the grant's expiration date to allow for adequate review and approval, if allowable. Subrecipients should submit a [Grant Change Request Form](#) which includes a written justification for any changes being proposed.

Special Conditions

Subrecipients shall be aware of and adhere to all special conditions and assurances that are included with the Subrecipient grant award package. This also includes any standard and special conditions outlined in the EHP Review's Clearance Memo, if applicable.

Supplanting

FEMA's non-supplanting requirement states that grant funds must never replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Grant funds should increase the overall amount of resources available, and Subrecipients must ensure that the current overall level of funding to support objectives (absent exigent circumstances) is not reduced because of Federal funds. *Note: Budgeting for matching funds is not considered supplanting and is allowable under the EMPG Program as long as it is clearly identified as such.*

System for Award Management (SAM)

Subrecipients must maintain an updated and current SAM registration at www.sam.gov. The EMPG Coordinator will verify that each applicant's organization's name, address, DUNS number and Employer Identification Number (EIN) are up-to-date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

Use and Disposition of Equipment

Subrecipients must use, manage, and dispose of equipment acquired under this Federal award in accordance with [2 C.F.R. § 200.313\(c\) through \(e\)](#) and must also comply with State equipment policies. Subrecipients must assure an effective system for property management exists; this assurance is certified in their EMPG grant application and a description of their property management system is required to be provided at the same time.

Disposition – For items of equipment with a current per unit fair market value greater than \$250.00, refer to [2 C.F.R. § 200.313, Subsection \(e\)](#) that covers retention, selling, and transferring title. Subrecipients should notify the EMPG Coordinator of the need for disposition and include the following information:

- Description of the property,
- Serial number or other identification number,
- Grant under which equipment was purchased (EMPG),
- Current per-unit fair market value,



- Proposed method of disposition.

The EMPG Coordinator will provide appropriate disposition steps.

Allowable Costs

The following list of possible projects and activities is meant to guide the applicant in selecting projects for an EMPG grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs.

A. Planning

EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning **must** include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be all-hazards focused based upon the most probable threats and hazards identified within the State Hazard Mitigation Plan, State Threat and Hazard Identification and Risk Assessment (THIRA), and the local jurisdiction's Multi-Hazard Mitigation Plan (as appropriate).

The following two (2) plans are considered **HIGH PRIORITY** planning projects:

1. Local Emergency Operations Plan (LEOP)

The EMPG Program will fund the development/update of a community's LEOP using the [current template](#), which can be found at the HSEM Resource Center. The LEOP **must** be consistent with the Comprehensive Preparedness Guide (CPG) 101 v.2, November 2010. This serves as the foundation for State and local emergency planning. [CPG 101](#) can be found at FEMA.gov.

A copy of the completed plan must be submitted electronically to HSEM in order to receive reimbursement.

Funding for an LEOP is based on population (2010 census) as outlined below:

LEOP Funding Scale	
Population Range	Total Funding Not to Exceed
1-1,000	\$3,500.00
1,001-5,000	\$4,000.00
5,001-10,000	\$4,500.00
10,001-20,000	\$5,000.00
20,001-30,000	\$5,500.00
30,001 & up	\$6,000.00



2. Continuity of Operations Plan (COOP)

The EMPG Program will fund the development/enhancement of a community COOP Plan using the COOP template and HSEM crosswalk, ensuring all of the essential elements are included in the plan. The template and crosswalk can be found at:

https://apps.nh.gov/blogs/hsem/?page_id=2783.

The community COOP plan ***must*** be consistent with the Continuity Guidance Circular 1 and 2 (CGC 1 and 2), dated 2013. This provides planning guidance and methodology to assist non-Federal government organizations in identifying and ensuring continued performance of their mission essential functions and can be found at:

<https://www.fema.gov/continuity-guidance-circular-cgc>

A copy of the completed plan *must* be submitted electronically to HSEM in order to receive reimbursement.

Funding for COOP plan development is based on population (2010 Census) as outlined below:

COOP Funding Scale	
Population Ranges	Total Funding Not to Exceed
1-1,000	\$4,000.00
1,001-5,000	\$4,500.00
5,001-10,000	\$5,000.00
10,001-20,000	\$5,500.00
20,001-30,000	\$6,000.00
30,001-50,000	\$6,500.00
50,001 & up	\$8,000.00

Other *Planning Activities* may include, but are not limited to, the following:

- Development of Support Annexes to the LEOP:
 - a. Warning
 - b. Population Protection
 - c. Financial Management
 - d. Mutual Aid/Multi-Jurisdiction Coordination
 - e. Private Sector Coordination
 - f. Prevention and Protection
 - g. Recovery
 - h. Commodities
 - i. Sheltering



- j. Dam Emergency Action Plan
- k. Debris Management
- Hazard, Threat, or Incident Specific Annexes to the LEOP
 - a. Natural Hazards Based
 - b. Technological Hazards Based
 - c. Human-Caused/Terrorism Based
- Other planning-related activities will be considered for eligibility if they fit into homeland security or emergency management focused whole-community all-hazard planning.
- Develop or update a FEMA approved Multi-Hazard Mitigation plan – only if unable to obtain funding through Hazard Mitigation Assistance (HMA) Grants.

COMMUNITIES must have the following two (2) plans in place before HSEM will consider funding other projects. Applicants may apply for funding for these plans in conjunction with other projects.

1. Updated LEOP (revised less than 5 years ago)
2. FEMA approved Local Hazard Mitigation Plan

SCHOOLS must have a site specific emergency response plan (compliant with RSA 189:64) that supports implementation of NIMS if receiving funds from this grant program.

For communities within the Seabrook Station Nuclear Power Plant Emergency Planning Zone (EPZ), the HSEM Planning Section will provide assistance in developing the *Community Emergency Response for Nuclear Facilities Plan* and the *Radiological Emergency Response for Nuclear Facilities Host Plan*.

B. Organization/Administrative

Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, (42 U.S.C. §§ 5121-5207), EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other activities in support of emergency management, if project driven. Proposed staffing activities should be linked to accomplishing emergency management-related projects and activities.

Organization/Administrative projects and activities may include, but are not limited to, the following:

- Maintain/upgrade an EOC capable of accommodating staff to respond to local emergencies.
- Establish and maintain a call-down list for EOC staff.
- Establish and maintain emergency response/recovery resource lists.
- Logistics and Resource Management, following the FEMA program guidance.
- Develop and maintain written duties and responsibilities for EOC staff positions and agency representatives (Checklist/Job Action Sheets).
- Develop and maintain public-private sector partnerships.
- Conduct a hazard analysis and risk assessment.

- Develop public education and awareness information (i.e., brochures and pamphlets).
- Develop and maintain a list of private non-profit organizations within your local jurisdiction to ensure that these organizations are included in requests for public assistance funds.
- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.
- Develop or update procedures for tracking disaster-related expenses by local agencies.
- Program evaluations.
- Develop/enhance systems to monitor training programs.

C. Equipment

Allowable equipment categories for the EMPG Program are listed on the web-based version of the [Federal Authorized Equipment List \(AEL\)](#).

Unless otherwise stated, equipment ***must*** meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment, under NH's EMPG Program, includes equipment from the following AEL Categories:

- [04] Information Technology
- [05] Cyber Security Enhancement Equipment
- [06] Interoperable Communications Equipment (*refer to SAFECOM Guidance info on Page 11, (Maximum Award: \$5,000.00)*)
- [07] Detection Equipment
- [10] Power Equipment i.e., generators¹, (**Maximum Award: \$75,000.00¹**)
- [11] CBRNE Reference Materials
- [14] Physical Security Enhancement Equipment
- [19] CBRNE Logistical Support Equipment
- [21] Other Authorized Equipment (i.e., equipment to support an EOC)² (**Maximum Award: \$40,000.00**)

If you have questions concerning the eligibility of equipment not specifically addressed in the AEL, contact your HSEM Field Representative for clarification.

¹ **Generators - PRIORITY** will be given for projects that provide emergency power to primary shelters and primary EOCs that are outlined in the community's approved LEOP. Generators are also considered a **PRIORITY** for drinking/waste water facilities, critical communication structures (i.e., towers with communication equipment), if communication is used for all-hazards emergency management. **Maximum award:** \$75,000.00. A **Maximum award** of \$125,000.00 can be approved on a case-by-case basis for generators that provide emergency power regionally to facilities that will benefit more than one community. Projects that qualify must be reviewed by the EMPG Review Committee.

² **EOC Equipment - PRIORITY** will be given for projects that provide equipment to enhance/support the capabilities of PRIMARY Emergency Operations Centers (EOCs) that are outlined in community's up-to-date LEOP: **Maximum award:** \$40,000



D. Maintenance and Sustainment

The use of EMPG Program funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards.

Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that were not originally purchased with EMPG Program funding may not be subsequently paid for with EMPG Program funding. Maintenance and Sustainment may include:

Maintenance Agreements, Service Contracts and Extended Warranties - To increase the useful life of the equipment, maintenance agreements, service contracts and extended warranties may be purchased using grant funding from one fiscal year to cover equipment purchased with funding from a different fiscal year. The use of EMPG funding for the purchase of maintenance contracts and warranties must meet the following conditions:

- Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- Maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment.
- The term of the Maintenance Contract shall NOT exceed the period of performance of the grant to which the maintenance contract is being charged.
- Warranties are allowed to be purchased up front and can exceed the grant's period of performance.

Repair and Replacement Costs - The cost of repair and replacement parts for equipment purchased using EMPG funding is an allowable expense.

- Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment.

Upgrades - EMPG funding may be used to upgrade previously purchased allowable equipment. For example, if the Subrecipient purchased risk management software with EMPG Program funds in 2013 and would like to use 2016 grant funding to upgrade the software, this is allowable.

- Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment.



User fees - User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios.

- User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, user fees **must** be paid for using the same grant program used to purchase the original equipment.
- The service time purchased shall **not** exceed the period of performance of the grant to which the user fee is being charged.

E. Active Threat Training (Train-the-Trainer)

Following publication of the [New Hampshire School Safety Preparedness Task Force 2018 Report](#), HSEM has prioritized funding for Active Threat Training. *Applications for Active Threat Training (train-the-trainer) will be considered and awards will be made on condition that funds are available in the EMPG Program.* This activity falls in line with the following Report Recommendations:

Recommendation 28: School staff who will perform in a leadership role during an incident should be trained in the predetermined emergency response actions so they know what steps first responders will be taking upon notification of the incident and how to best coordinate efforts with those first responders as they arrive on scene.

Recommendation 35: Each school should exercise its active shooter functional annex on a regular basis to ensure staff and students have a clear understanding of roles and responsibilities. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

The purpose of the Active Threat Training priority is to improve and enhance school preparedness by funding up to \$1,500.00 for two SAU employees to attend Active Threat Training (train-the-trainer). It is recommended that at least one of these employees be law enforcement. Upon time of the application, an SAU must provide the current number of faculty and staff to include, but not limited to: administration, bus drivers, coaches, custodial staff, food service, nurses, and School Resource Officers (SROs). If an SAU exceeds 500 faculty and staff, additional SAU employees may be funded.

Applications will be reviewed by the EMPG Program Coordinator as well as HSEM Training and Exercise to ensure the following vendor criteria are met:

- Curriculum shall include instructor led class to educate and train participants on proactive response to violent intruder events based on the Federal "Run/Avoid, Hide/Deny, Fight/Defend" recommendation, utilizing a combination of education and practical training.
- Curriculum shall be research based and comply with national standard of care recommendations that meet or exceed Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI), Department of Justice (DOJ), and NFPA 3000.



- Training should include Pre-K through 12th Grade Curriculum with an alerting component in addition to federally recommended “Run/Avoid, Hide/Deny, Fight/Defend”.
- Training modules should be specific to administration, bus drivers, coaches, custodial staff food service, support staff, Pre-K, and students with disabilities.
- Instructor Certification train-the-trainer training in options-based active threat response preparedness.

This funding opportunity is specifically for instructor certification in proactive options-based active threat preparedness. Funding under this category is limited to public and charter schools to support the eligible activities listed above. **This funding will allow for the initial investment in active threat response preparedness for individuals in education facilities in the State of New Hampshire. Subrecipients are responsible for any/all subsequent training requirements and any other associated costs/fees that may incur.** Using the grant funds is the first step in active threat preparedness and it is recommended that each educational facility in the state of New Hampshire continue with additional preparedness strategies such as:

- Age appropriate learning for students
- Considerations for students with disabilities and access and functional needs
- Community involvement education
- Annual drills, documentation, and tracking
- Behavioral Intervention Teams in each School Administrative Unit (SAU)

Funds will be reimbursed upon completion of the training and submittal of proper documentation to include match. Refer to the current EMPG Active Threat Training (train-the-trainer) Quick Reference Guide for information required for application.

High Priority Projects

The following list outlines some of the projects that are considered high priority items in NH’s EMPG Program. Priorities *may change at any given time* depending on a number of conditions (i.e., revisions to the State’s Homeland Security Strategy, gaps identified in NH’s annual THIRA/SPR and other types of assessments, weather and/or other events that have affected or have the potential to affect the State, results of after-action reports, etc.). Applications for these items will be reviewed and considered before other projects:

- Development or update of LEOPs.
- Development or update of COOP Plans.
- Equipment to support/enhance the capabilities of **PRIMARY EOCs (Maximum Award: \$40,000.00).**¹

¹ For Primary EOCs undergoing new facility construction (i.e. the community is constructing a new EOC and/or implementing significant extensions to existing structures resulting in new blueprints), the maximum awards of EOC Equipment, communication equipment, and backup power may be bundled not to exceed a total maximum award of \$125,000.00. Projects will be reviewed on a case-by-case basis.



- Backup power for **PRIMARY** EOCs (**Maximum Award: \$75,000.00**).
- Backup power for **PRIMARY** shelters (**Maximum Award: \$75,000.00**).
- Backup power for water and sewer treatment facilities – e.g., pump stations and waste water facilities (**Maximum Award: \$75,000.00**).
- Backup power for critical communication structures - i.e., towers with communications equipment (**Maximum Award: \$25,000.00**).
- Active Threat Training (train-the-trainer) (**up to \$1,500 for two SAU employees per 500 school support staff**)

Medium Priority Projects/Allowable Costs

Due to the limited amount of funding and a high volume of quality projects, it is necessary to set funding priorities based on the State Homeland Security Strategy, THIRA and SPR, as well as other State and Federal guidelines.

The following items are considered medium priority under NH's EMPG Program. Applications for these items will be reviewed by the EMPG Review Committee and consideration will be made on a case-by-case basis:

- Communication equipment for Emergency Management use and located in a PRIMARY EOC (**maximum award: \$10,000.00**) (i.e., EOC base station radios, repeater systems).
- Portable electronic sign boards (**maximum award: \$20,000.00**).
- Emergency Management equipment trailers (**maximum award: \$10,000.00**).
- Tablets for use in emergency vehicles (**maximum award: 25%** of total cost of hard cash, maximum of 3 per community and ***must*** be used for emergency management purposes only).

Low Priority Projects/Allowable Costs

As previously mentioned, due to limited amount of funding and high volume of quality projects, it is necessary to set funding priorities based on the State's assessments and reports. Applications for projects that do not fit within the Medium and High Priority Projects may be considered to be a Low Priority Project and will be placed on hold and reviewed at end of the grant funding cycle after Medium and High Priority Projects have been processed.

The following items are considered low priority under NH's EMPG Program:

- Equipment for secondary/backup EOCs.
- Generators for secondary/backup EOCs.
- Generators for secondary/backup shelters.
- Generators for public works facilities.



Unallowable Costs/Items Not Funded

Regardless of the eligibility of an item, items requested or intended for *everyday* use will NOT be eligible under the EMPG Program

Grant funds may **NOT** be used for the following costs/items:

- Costs incurred/purchases made against the Federal share **PRIOR** to notification of the grant award.
 - General administrative projects not directly connected to a specific Emergency Management-related project.
 - Fixed/stationary emergency electronic sign boards.
 - Mobile Data Terminals (MDTs) for **everyday** use.
 - The same/similar project will **not** be funded year after year.
 - Radios/pagers for everyday/service use.
 - Projects exceeding **\$100,000.00** (refer to waiver process notice below).
 - Expenditures for weapons systems and ammunition.
 - Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
 - Activities and projects unrelated to the completion and implementation of the EMPG Program.
 - Emergency response vehicles (i.e., command vehicles, mobile EOCs).
 - Building construction projects (i.e., the physical construction of a new EOC).
 - Incident Response Vehicles – the Department of Safety has a policy in place **NOT** to fund incident response vehicles.
 - ATVs and accessories
 - Unmanned Aircraft Systems (UAS)
 - Cybersecurity (i.e., software/hardware, training, plans)
 - Internet upgrades or associated equipment (whether or not intended for **everyday** use)
- Other items not in accordance with the portions of the Authorized Equipment List (AEL) and allowable costs listed above.



Waiver and Appeal Process

Waivers – Waivers may be considered on a case-by-case basis and will be brought to the NH Department of Safety’s Commissioner by HSEM leadership (i.e., projects over \$100,000). All ineligible applications may request a waiver from the Commissioner of Safety if there is overwhelming information that the project meets the overall mission of the EMPG Program.

Appeals – This process is designed to allow for appeals to be submitted in cases where there is overwhelming information that the project meets the overall mission of the EMPG Program. Appeals will be brought to the NH Department of Safety’s Commissioner by HSEM leadership. An application/project that is denied can request appeal. This is **NOT** a routine appeal but an exception that can be exercised in very unusual cases.



Reporting Requirements

You must fully understand the following reporting requirements as you will be asked to certify this in your application.

Federal Funding Accountability and Transparency Act (FFATA) Reporting Mandate

By law, all Subrecipients receiving Federal awards totaling \$25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These Subrecipients **must** complete and return a [FFATA Subrecipient Information Reporting Form](#) along with their executed grant agreement in order to continue the approval process. This form can be found on HSEM's Resource Center.

Quarterly Progress Reporting

Subrecipients are **required** to submit Quarterly Progress Reports (QPRs) that provide sufficient detail to measure progress of the funded project(s). Reimbursements will NOT be made if a Subrecipient is delinquent with their QPRs. The [EMPG QPR form](#) is available on the HSEM Resource Center.

The following reporting periods and due dates apply:

<u>Reporting Period</u>	<u>Report Due Date</u>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

Compliance of Audit Requirements

All non-Federal entities that expend \$750,000 or more in federal awards during a Subrecipient's fiscal year are required to obtain a single audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133 – Audits of State, Local Governments and Non-Profit Organizations, the OMB Circular A-133 Compliance Supplement and Government Auditing Standards. All Subrecipients are required to certify and return the *Audit Certification Form* no later than sixty (60) days from the Subrecipient's fiscal year end date in which reimbursement is received. If applicable, Subrecipients **must** submit a copy of their A-133 Audit Report within nine (9) months of their fiscal year end*. The [Audit Certification Form](#) can be found on HSEM's Resource Center and **must** be completed by the Chief Financial Officer, Business Manager, Treasurer or other person responsible for the financial records of the organization.

Close Out Process

Within 30 days after the grant's expiration date, the Subrecipient **must** submit all financial, performance, and other reports required as a condition of the grant to include the following:

- Final request for reimbursement,
- Final Quarterly Progress Reports,
- Final Performance and Expenditure Report,
- Equipment Inventory Forms with accompanying photos,
- Copy of any plans developed with grant funding,

Once the grant file is reviewed for completeness and accuracy and final payment has been paid to the Subrecipient, an official closeout letter will be forwarded to the Subrecipient by the EMPG Coordinator.

Final Performance and Expenditure Report

When the project is complete and all expenses in connection with the project are captured, Subrecipients **must** complete and submit a [Final Performance and Expenditure Report](#) to receive reimbursement. This form summarizes activities associated with the completed project, documents any issues affecting completion or outcome, and outlines all expenditures to include both the Federal and local match amounts. This form can be found on HSEM's Resource Center.

Requests for Reimbursement

All projects are **required** to be completed and invoices need to be dated on or before the grant agreement's expiration date. Because HSEM has to close out its financial accounts and report its expenses to FEMA in a timely manner, all requests for reimbursement **must** be made no later than 30 days after the expiration of the grant agreement. Otherwise, reimbursement may not be paid. Requests for reimbursement **must** be submitted on community/agency letterhead that matches the address shown in Section 1.4 of the executed grant agreement. A [template for the request for reimbursement letter](#) is available on HSEM's Resource Center.

Reimbursement requests **must** include any outstanding reports (QPR, Final Performance and Expenditure Report, and the Equipment Inventory Form accompanied by photos, if required), proof of costs (copies of invoices/bills, payroll documentation, sign in sheets, agendas, etc.), proof of payment (cancelled checks, copies of accounting ledgers and/or statements documenting payment) and proof of match equal to or greater than the reimbursement request. HSEM has no obligation and makes no commitment to reimburse for Subrecipient costs incurred prior to or after the effective dates of the grant agreement; therefore, any purchases made **PRIOR** to and **AFTER** the grant award will be **disallowed** – unless utilizing these purchases as match and must be identified as such in your application. If your project includes development of a plan, you must include an electronic copy prior to reimbursement. Reimbursement can be requested through the [Resource Center](#).



Equipment Inventory

An Equipment Inventory Form will need to be completed and returned, along with photographs of any equipment purchased with grant funds, upon requests for reimbursement.

Note: Only equipment with a value of \$250.00 or greater needs to be documented. The [Equipment Inventory Form](#) is available at the HSEM Resource Center.



Seasonal - Elected-Non-Classified

Assistant Beach Manager/WSI		\$13.00 - \$16.00
Beach Manager		\$17.00 - \$20.00
Beach Staff - Attendant	6	\$9.00 - \$11.00
Boot Camp Instructor		\$15.01
Cemetery Laborer		\$12.50
Crossing Guard		\$12.50
Fireman		\$10.00
Information Booth Attendant I	2	\$13.99
Information Booth Attendant II	1	\$14.50
Library Intern		\$13.03
Lifeguards	6	\$11.00 - \$13.00
Recreation Baseball/Softball Umpire		\$35.00
Recreation Basketball Umpires		\$25.00
Recreation Instructor		\$30.00
Recreation Scorekeepers		\$9.00
Recreation Soccer Referee		\$25.00
Summer Day Camp Director		\$16.00-18.00
Assistant Day Camp Director		\$13.00-15.00
Day Camp Counselors	10	\$9.00-12.00
Skate Attendant		\$12.00
Summer Custodian		\$14.61
Summer TS Attendant		\$14.61
Senior TS Attendant		\$14.97
Seasonal Highway Laborer		\$14.61 - \$16.00
Seasonal Water & Sewer Laborer		\$14.61
Trust Fund Secretary		\$24.86
Youth Sailing Instructor		\$13.00 - \$16.00
Plow Driver I (no CDL)		\$22.50
Senior Plow Driver I (no CDL)		\$23.50
Plow Driver II (CDL License)		\$24.50
Senior Plow Driver II (CDL License)		\$25.50
Interim Assistant TCTC		\$16.00-\$20.00
Health Officer Annual Stipend		\$250.00
Elected		
Ballot Clerk	4	\$9.75
Deputy Treasurer		\$145.06
Moderator		\$176.24
Selectmen	4	\$3,508.92
Selectmen Chair		\$3,692.94
Supervisor of the Checklist	3	\$10.00
Treasurer		\$3,692.94

Fire Department

Fire Chief		\$15,000.00
Assistant Chief		\$19.00
Captain	2	\$18.00
Lieutenant	4	\$17.00
Firefighter		\$11.00
Firefighter 1		\$12.00
Firefighter 2		\$13.00
EMR		\$12.00
EMT		\$13.00
AEMT		\$14.00
PEMT		\$15.00
EMR + Firefighter 1		\$13.00
EMR + Firefighter 2		\$14.00
EMT + Firefighter 1		\$14.00
EMT + Firefighter 2		\$15.00
A-EMT + Firefighter 1		\$15.00
A-EMT + Firefighter 2		\$16.00
P-EMT + Firefighter 1		\$16.00
P-EMT + Firefighter 2		\$17.00
Training Officer		\$16.00
Photographer		\$11.00

Proposed May 17, 2021

Town of Sunapee, NH

POSITION: SEASONAL PART-TIME JANITOR

DEPARTMENT: GGB&G

FLSA STATUS: Non-exempt

REPORTS TO: B&G Maint. Supervisor

LABOR GRADE: Seasonal

DATE: May 17, 2021

GENERAL SUMMARY

Performs a variety of routine janitorial duties involved in the cleaning and disinfecting of Town-owned buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are considered essential to this position:

- Vacuuming, sweeping, mopping and polishing of floors (i.e. rug, wood, ceramic tile, vinyl tile, concrete and other surfaces); Monitors the disposal of solid waste and recyclables at the transfer station facility.
- Cleaning and disinfecting counter tops, sinks, toilets, urinals, walls, kick boards, windows, wall and window trim, mirrors, doors, doorknobs and handles, other miscellaneous hardware, and other building surfaces;
- Picking up, removal and disposal of trash from interior trash receptacles, and from other areas within the Harbor & George's Mills Restrooms. Cleaning and disinfecting trash receptacles. Replacing trash receptacle liners;
- Re-stocking paper and disinfecting products (i.e. toilet paper, paper towels, hand cleaner, hand sanitizer) in bathrooms and storage closets;
- Coordinating with the Buildings and Grounds Maintenance Supervisor for necessary janitorial supplies;
- This position is part-time up to 20 hours per week and requires that the employee be available to work independently with little to no supervision, for split shifts on Fridays, Saturdays and Sundays and including holidays from May 1st through November 1st.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

SUPERVISORY CONTROLS The Buildings & Grounds Maintenance Supervisor assigns work in terms of specific daily work task instructions. The employee keeps the supervisor informed of progress and/or completion of each work task. Completed work tasks are reviewed only from an overall standpoint in terms of meeting requirements or expected results.

GUIDELINES Town and Department policies and procedures, and relevant state permits and federal laws.

COMPLEXITY The work covers a variety of routine janitorial duties involved in the cleaning and disinfecting of Town-owned buildings and grounds.

SCOPE AND EFFECT The work includes cleaning and disinfecting of Town-owned buildings and grounds.

PERSONAL CONTACTS Contacts are typically with Town resident, co-workers, elected officials, other Town employees and the general public. The contacts are typically sporadic in nature, are in a semi-structured setting (e.g., the contacts are generally at the employee's workplace).

PURPOSE OF CONTACTS The purpose of the majority of contact is with the supervisor to determine work schedule.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY Not applicable to this position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED.
- Possession of, or ability to readily obtain, a valid driver's license.
- Satisfactory background check.
- 0-3 years of prior janitorial experience.
- Experience in the safe operation and maintenance of power cleaning tools.
- Experience in the proper disposal of cleaning agents and other solid waste products.
- Experience in the safe and proper application of various cleaning agents.

Knowledge, Skills and Abilities

- Skill in organizing and prioritizing work tasks.
- Knowledge of traffic laws, regulations, and safety procedures.
- Must have the ability to understand and follow oral and written instructions.
- Reliable attendance and performance in all climatic and environmental conditions.
- Ability to exercise sound and mature judgment.
- Ability to read basic janitorial information.
- Ability to perform janitorial duties in environments including but not limited to bathrooms, break room kitchens, in heat or cold temperature, in odors, dust, water and/or rain that may produce slippery conditions.

LICENSING AND CERTIFICATION None.

TOOLS AND EQUIPMENT USED Vacuum, floor polisher, steam cleaner, brooms, mops, dusters, and all else necessary for cleaning and sanitization duties of Town-owned buildings.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand on rug, wood, ceramic tile, vinyl tile, concrete, gravel, sand, grass, bark mulch, rough and uneven terrain, and asphalt for long periods of time; walk; use hands to finger, handle, grasp or feel; reach with hands and arms, speak, see and hear. Employee will often lift/move up to 25 pounds and must occasionally lift/move up to 50 pounds with assistance.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in environments including but not limited to bathrooms, break room kitchens, in heat or cold temperature, in odors, dust, water and/or rain that may produce slippery conditions. Work on the weekends is necessary.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Part-Time Laborer
FLSA STATUS: Non-Exempt
LABOR GRADE: 5

DEPARTMENT: Highway & Transfer Station
REPORTS TO: Highway & Transfer Station Foreman
DATE: May 17, 2021

GENERAL SUMMARY

This position performs a variety of routine, semi-skilled and unskilled manual heavy laboring duties involving the construction, repair, maintenance, and cleaning of Town roads, sidewalks, parking lots, embankments, drainage components and systems, buildings, grounds, recreational fields, and other Town-owned facilities. Performs a variety of routine, semi-skilled and unskilled laboring duties at a solid waste transfer station.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

Performs general heavy laboring duties to assist skilled workers in the construction and maintenance of roadways, sidewalks, parking lots, drainage components, building components, and parks and recreation facilities.

Plows, shovels, and removes snow from roadways, sidewalks, parking lots, stairways, and roofs. Spreads sand and/or salt on roadways, sidewalks, parking lots, building entrances and steps.

Mows grass and removes snow from roadsides, Town-owned grounds, recreation parks, and playing fields. Removes weeds from building gardens, spreads bark-mulch, and plants flowers and trees, etc.

Cuts and removes trees and brush, rakes, and removes leaves and debris from roadways, sidewalks, parking lots, drainage ditches, building grounds, recreation parks, and playing fields.

Moves gravel, sand, dirt, asphalt, concrete, stone, riprap, boulders, trash etc. With backhoe, hand shovels, and wheelbarrows. Spreads gravel, sand, loam, and bark-mulch with hand shovels and rakes, and spreads and lutes asphalt.

Digs trenches, ditches, and holes with a pick and shovel. Use jack hammer or gas-powered saw to saw cut, break, and remove concrete or asphalt.

Cleans and clears catch basins, drop inlets, drain manholes, cross-culverts, and drainage ditches.

Installs traffic signs, street signs, and a variety of traffic safety equipment.

Loads and unloads heavy materials from trucks, vans, and trailers. Stocks materials in storage areas or at work site.

Availability 24 hours per day during the winter months to assist with winter weather related emergencies and to address and resolve other emergency situations that may be identified by the Highway Director and/or Highway Foreman. Knows, understands, and implements the solid waste disposal facility operating rules and procedures.

Conducts visual inspection of loads as needed to prevent disposal of prohibited materials.

Explains basic operating procedures to transfer station users to assure proper use.

Maintains the cleanliness and neatness of solid waste disposal facility.

Assists resident and commercial users in the appropriate placement of refuse and recyclables.

Assists with the collection of fees, as required, by the established transfer station fee schedules.

Maintains the recycling area and insures the proper disposal of all recycled materials.

Bales cardboard, plastics and processes other recyclables as required.

Assists with maintenance of compactor, baler, forklift, and other equipment as necessary.

Executes safe work procedures associated with assigned work.

Compacts materials as required by the facility operating plan and state regulations.

Performs all other work-related tasks as required for this position.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as requested by the Highway Foreman and Transfer Station Foreman.

PERSONAL CONTACTS

Contacts are typically with the department foremen, co-workers, other Town employees, Town residents, and the public.

PURPOSE OF CONTACTS

The purpose is to coordinate the smooth and safe running of the Transfer Station and coordinate the tasks required in the Highway Department

DESIRED MINIMUM QUALIFICATIONS

High School diploma or GED. Valid NH driver's license. 1 to 3 years of experience in heavy manual labor.

LICENSING AND CERTIFICATION

Valid NH Driver's license

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Skilled in the safe operation and light maintenance of vehicles, light equipment, hand, and power tools. Knowledge of traffic laws, regulations, and construction safety procedures. Ability to understand and follow oral and written instructions. Reliable attendance and performance in all climatic and environmental conditions. Position requires 24-hour employee availability for any winter weather emergencies, and for all other emergencies as determined necessary by the Highway Director or his/her designee. Ability to write entries in and maintain daily logs. Ability to perform manual labor in environments characterized by heat or cold, dust, noise, rain, and snow that may produce hazardous conditions at the work site. Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities will be considered.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must frequently lift, carry, and move up to 50 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee may be exposed to fuels, grease, hydraulic fluid solvents, and other petroleum-based products, etc. May be exposed to high noise levels from roadway maintenance equipment, heavy equipment, and various power tools and equipment. May be exposed to long periods of sunlight and /or freezing temperatures. May be exposed to poison ivy, oak or sumac, and insects such as spiders, wasps, hornets, bees, etc. and snakes.

WORK SCHEDULE

32 hours per week to be determined by the Highway Foreman and Transfer Station Foreman.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Town of Sunapee, NH

POSITION: Admin Asst Planning & Zoning **DEPARTMENT:** Planning & Zoning

FLSA STATUS: Non-Exempt

REPORTS TO: Planning & Zoning Director

LABOR GRADE: 7

DATE: 05/17/2021

GENERAL SUMMARY

This position works as Administrative Assistant to the Planning & Zoning Director and works with and under the direction of the Land Use Assessing Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Except as specifically noted, the following functions are considered essential to this position:

This person is responsible for producing minutes of the Planning & Zoning meetings from a recording/video.

Responsible for producing and posting all hearing notices.

Placing Newspaper ads for upcoming Planning & Zoning Cases.

Department filing both paper and electronic.

Scanning and archiving of documents.

Coordinating the ordering and stocking of the supply cabinet for multiple Town Departments.

Acting as back up for the Administrative Assistant in the Front Office.

Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Performs other management duties as requested by the Planning and Zoning Director and Land Use Assessing Coordinator.

COMPLEXITY

The position includes a variety of Administrative and Office tasks

PERSONAL CONTACTS

Contacts are typically with the Planning & Zoning Director, Land Use Assessing Coordinator, Executive Administrative Assistant, Town Manager, other department heads, other municipal officials, department foremen, co-workers, other Town employees, Town residents, and the public. The contacts may also include committees or groups in a non-structured to well-structured setting.

PURPOSE OF CONTACTS

The purpose is to facilitate the processing of Planning & Zoning Cases, Certificates of Zoning Compliance, Ordering of supplies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma. Knowledge of Microsoft Word, Excel and Adobe Acrobat is necessary for success in this position.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Employee will use computer, scanner, photocopier, printer, calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

20-25 hours per week to be determined.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Sunapee Advisory Budget Committee

“To see if the Town will vote to approve an Advisory Budget Committee consisting of the selectmen, one member of the school board, town department heads, town committee heads and five members of the community at large, appointed by the selectmen. Motion Passed. (From the 1988 Town Meeting Minutes)”

The people that spoke in favor of the article at town meeting said the selectmen needed help and if we had a committee, maybe we could be a community again, work together. We need to plan together; we are a Five-Million-dollar business!

Background: According to our records, a Budget Advisory Committee was established in 1989. The article was a 1988 petitioned article for the establishment of a Budget Committee under the Municipal Budget Act but was amended on the floor to the advisory capacity. The committee is currently a 5-member committee appointed by the Selectmen.

In 1996, another petitioned article for the Municipal Budget Act acceptance was defeated. Since 1988, the Budget Advisory Committee (BAC) has existed, but with varied approaches as how to be most beneficial to the Town voters, which has led to some confusion for the Selectmen, voters, and Committee members. In other words, there has been a lack of consistent guidelines from which all can work.

In 2016, the Board of Selectmen reviewed the guidelines and worked to firm up some of the process that had been misunderstood to make a more positive working relationship. The BAC should work with the town/school to complement the role of the Board of Selectmen in setting the budget for presentation to the voters at the annual meeting. During this review process it was discovered that the actual committee that was defined and voted on by the town meeting was never instituted. At the time of the 1988 Article, there were 3 selectmen, 3 school board members, no town manager form of government and SB2 form of government had not been even an option. So, the committee should consist of many more members, and is, in fact, a town advisory budget committee (Town ABC). In 2016 the town would like to work with the school to make 2 very distinct committees. The basic premise from the warrant article can be interpreted to work for the school in the same way as the town meeting set up the Town's. See sample of Town ABC and School ABC below:

PRESENT: Adding to the challenge, is the fact that our tax bills reflect expenses from four separate political subdivisions: Town Government, State and Local School and County Government. Without adoption of the Municipal Budget Act, the BAC has very little authority relative to the town budget and no authority relative to the School and County budgets. Since the NH Department of Revenue Administration (DRA) sets the county tax rate based upon its budget, expected revenue and the proportion of each community's property valuation to the total valuation, there is very little that can be done by us whether we are under the Budget Act or not. However, it is worthwhile for Sunapee representatives to attend the County budget hearings to express our concerns. Remember. Sunapee is the fifth largest Town, but we pay the highest portion of the County taxes!

Since the implementation of the town budget process is the responsibility of the Town Manager and Selectmen and there appears to be a lack of a clear-cut mandate or authority on the part of BAC members, it seems imperative that guidelines be established for the sake of consistency and continuity. By law, the committee is advisory only and needs to complement the Selectmen as a "watch dog" group. It would be advantageous for the committee to set up a system to review both the town and school budgets (with approval and sanction of the School Board) fairly and equitably.

Town ABC		School ABC	
Selectmen:		School Board	
School Board Member		Selectmen Member	
Department Members	Police Chief	School Department Members	
	Highway Director	Administration	
	Library Director	Director of Special Ed	
	Town Clerk/Tax Collector	Director of Transportation	
	Fire Chief	Director of Buildings & Grounds	
		Director of Technology	
Committee	Recreation Committee	Business Administrator	
Community at Large (5)		Community at Large (5)	
(Advisory)	Town Manager	(Advisory)	Superintendent

SUGGESTED FORMAT:

1. The Member at Large ABC terms are to be for three years, ending April 15, with no more than two consecutive terms. The Board of Selectmen are the appointing and removal authority.
2. Set up meeting of the Town ABC Committee between October 1 and 10 each year to discuss the charge given by the Board of Selectmen to the Town Manager relating to the Budget expectations. Since the Committee includes a quorum of the Selectboard, all meetings will be posted, and minutes are taken as RSA 91-A dictates.
3. Set up a meeting of the School ABC Committee between October 1 and 15 each year to discuss the charge given by the Sunapee School Board Superintendent relating to the Budget expectations. Since the Committee includes a quorum of the School Board, all meetings will be posted, and minutes are taken as RSA 91-A dictates
4. As close as possible but before the Budget Public Hearing of both the Town and the School, The ABC shall present to each board a report in writing. It is important that each board accept or reject any or all the recommendations.
5. The input from the respective ABC committees should help the governing body to finalize their Budget for the Public Hearing Presentation to residents and voters at their annual meeting. Duties of the ABC are complete immediately following the Budget Hearing
6. The intent of all parties is to present the best possible budget for the community. Hopefully, it can be done in the spirit of cooperation rather than with adversarial overtures.
7. The Body of the ABC should elect a Chair and Vice Chair.
8. Where the Recreation Committee is the only committee that would be pertinent to the warrant article as written, the committee members will appoint either a member of the committee or the Recreation Director to be the representative.
9. Annually after the ABC participates in the budget process, the Selectmen/School Board should discuss the process and make recommendations for Best Practice to the Selectmen who govern this process.
10. A quorum of the members shall include: 3 members of Selectmen/School Board members, 3 Town/School Department Members and 3 Community at Large members.

Approved and adopted this 22nd day of August 2016, by a vote of _____ in favor and _____ opposed.

Certified as To a True and Accurate Vote

Joshua Trow, Chairman
Sunapee Selectboard



Town of Sunapee, New Hampshire

2021
FIRST HALF TAX
COUNTY OF SULLIVAN
STATE OF NEW HAMPSHIRE

To: Betty H. Ramspott, Collector of Taxes

For the Town of Sunapee in said County:

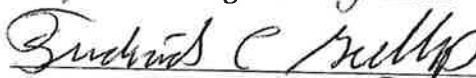
In the name of the State of New Hampshire, you are hereby directed to collect property taxes in the list herewith committed to you, amounting in all to the sum of \$10,067,526.00 and with interest at eight percent (8%) per annum after Thursday, July 1, 2021 thereafter on all sums not paid on or before that day.


A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$500 or more.

Given under our hands and seal at the Town of Sunapee, New Hampshire, this 17th day of May, 2021.


Joshua Trow, Chairman


Suzanne Gottling, Vice-Chairman


Frederick Gallup


Shane Hastings


Jeremy Hathorn

Shane M. Hastings
73 Lower Main St
Sunapee, NH 03782
May 17, 2021

Town of Sunapee
Board of Selectmen
23 Edgemont Rd
Sunapee, NH 03782

Dear Chairman:

It is with regret that I tender my resignation from the Board of Selectman effective immediately. We have enjoyed living and raising our children here for the last 15 years. As all things do, life has changed and new opportunities come along.

I have enjoyed serving on the board for almost 3 full terms. I am grateful to the voters of Sunapee for putting their trust in me. I hope I have upheld that trust. I also hope that my replacement will also do what they feel best for the town.

I would like to thank everyone for the education that I have received in how small town government works, budgeting and taxation. Everyone would benefit from this education.

All of you should be proud of the town you live in and the job you do overseeing its operation. I was very privileged have served with and for all of you.

Sincerely,

Shane M. Hastings

A handwritten signature in black ink, appearing to read 'Shane M. Hastings', is written over a large, faint circular stamp or watermark.

Budget Report January - April 2021

Fund: GENERAL FUND Periods: 2021-01 thru 2021-04 [33.33% of Year] Include: - Expenditures (Board of Selectmen Monthly Report)

(Seg1-FUND - Seg2-PRIMARY)	Total Budget	PTD Expended	YTD Expended	Encumbered	Available	% Exp.
01 - GENERAL FUND						
4130 - GENERAL GOVERNMENT: EXECUTIVE	355,055.00	108,166.62	108,166.62	0.00	246,888.38	30.46
4140 - TOWN CLERK TAX COLLECTOR	234,361.00	65,588.49	65,588.49	0.00	168,772.51	27.99
4141 - ELECTIONS	9,061.00	5,727.22	5,727.22	0.00	3,333.78	63.21
4150 - FINANCIAL ADMINISTRATION	243,964.00	81,938.47	81,938.47	0.00	162,025.53	33.59
4152 - REVALUATION OF PROPERTY	102,000.00	14,500.61	14,500.61	0.00	87,499.39	14.22
4153 - LEGAL EXPENSES	18,000.00	2,954.20	2,954.20	0.00	15,045.80	16.41
4155 - PERSONNEL ADMINISTRATION	1,000.00	16.50	16.50	0.00	983.50	1.65
4191 - PLANNING AND ZONING	56,074.00	8,382.51	8,382.51	0.00	47,691.49	14.95
4194 - GENERAL GOVERNMENT BUILDINGS	274,624.00	71,621.80	71,621.80	0.00	203,002.20	26.08
4195 - CEMETERIES	13,647.00	533.75	533.75	0.00	13,113.25	3.91
4196 - INSURANCE NOT OTHERWISE ALLOCATED	8,068.00	0.00	0.00	0.00	8,068.00	0.00
4197 - ADVERTISING AND REGIONAL ASSOCIATION	14,390.00	406.52	406.52	0.00	13,983.48	2.83
4199 - OTHER GENERAL GOVERNMENT	31,520.00	17,317.74	17,317.74	0.00	14,202.26	54.94
4210 - PUBLIC SAFETY: POLICE	918,523.00	279,438.14	279,438.14	0.00	639,084.86	30.42
4215 - AMBULANCE	61,886.00	0.00	0.00	0.00	61,886.00	0.00
4220 - FIRE	271,360.00	57,576.63	57,576.63	0.00	213,783.37	21.22
4229 - SAFETY SERVICES BUILDING	148,013.00	21,323.68	21,323.68	0.00	126,689.32	14.41
4290 - EMERGENCY MANAGEMENT	200.00	0.00	0.00	0.00	200.00	0.00
4312 - HIGHWAY AND STREETS	1,817,923.00	457,598.50	457,598.50	0.00	1,360,324.50	25.17
4316 - STREET LIGHTS	16,800.00	2,829.21	2,829.21	0.00	13,970.79	16.84
4324 - SOLID WASTE DISPOSAL	626,856.00	154,728.91	154,728.91	0.00	472,127.09	24.68
4411 - HEALTH: ADMINISTRATION	5,494.00	0.00	0.00	0.00	5,494.00	0.00
4414 - PEST CONTROL	500.00	0.00	0.00	0.00	500.00	0.00
4415 - HEALTH AGENCIES AND HOSPITALS	15,176.00	15,176.00	15,176.00	0.00	0.00	100.00
4442 - DIRECT ASSISTANCE	42,535.00	3,761.59	3,761.59	0.00	38,773.41	8.84
4520 - PARKS AND RECREATION	167,168.00	26,692.18	26,692.18	0.00	140,475.82	15.97
4550 - LIBRARY	468,005.00	144,898.47	144,898.47	0.00	323,106.53	30.96
4583 - PATRIOTIC PURPOSES	300.00	0.00	0.00	0.00	300.00	0.00
4589 - OTHER CULTURE AND RECREATION	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
4611 - CONSERVATION: ADMINISTRATION	3,775.00	950.00	950.00	0.00	2,825.00	25.17
4711 - DEBIT SERVICE: PRINCIPAL - LONG-TERM BONDS AND NOTES	264,335.00	238,763.93	238,763.93	0.00	25,571.07	90.33
4721 - INTEREST - LONG-TERM BONDS AND NOTES	44,263.00	23,729.94	23,729.94	0.00	20,533.06	53.61
4723 - INTEREST ON TAX AND REVENUE ANTICIPATION NOTES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
01 - GENERAL FUND	6,240,876.00	1,809,621.61	1,809,621.61	0.00	4,431,254.39	29.00
	6,240,876.00	1,809,621.61	1,809,621.61	0.00	4,431,254.39	29.00

MS-535 FUND REVENUES

Fund: GENERAL FUND Periods: 2021-01 thru 2021-04 [33.33% of Year] Include: Revenues -

(DRA Section - DRA Account)	Estimated Revenues	Actual Revenues
3100 - TAXES		
3110 - PROPERTY TAXES	0.00	0.00
3190 - INTEREST/PENALTIES	60,000.00	19,650.39
3100 - TAXES	<u>60,000.00</u>	<u>19,650.39</u>
3200 - LICENSES, PERMITS AND FEES		
3210 - BUSINESS LICENSES AND PERMITS	500.00	180.00
3220 - MV PERMIT FEES	827,000.00	222,869.96
3230 - BUILDING PERMITS	36,500.00	18,826.00
3290 - OTHER LICENSES, PERMITS AND FEES	26,060.00	12,267.79
3311-3319 - REVENUE FROM FEDERAL GOVERNMENT	0.00	0.00
3200 - LICENSES, PERMITS AND FEES	<u>890,060.00</u>	<u>254,143.75</u>
3350 - STATE SOURCES		
3351 - SHARED REVENUES	30,000.00	0.00
3352 - MEALS & ROOMS TAX DISTRIBUTION	177,179.00	176,552.84
3353 - HIGHWAY BLOCK GRANT	126,282.00	24,036.14
3354 - WATER POLLUTION GRANT	7,508.00	20,657.50
3379 - FROM OTHER GOVERNMENTS	109,054.00	63,311.00
3350 - STATE SOURCES	<u>450,023.00</u>	<u>284,557.48</u>
3400 - CHARGES FOR SERVICES		
3401-3406 - INCOME FROM DEPARTMENTS	86,640.00	37,141.97
3409 - OTHER CHARGES FOR SERVICES	1,800.00	1,200.00
3400 - CHARGES FOR SERVICES	<u>88,440.00</u>	<u>38,341.97</u>
3500 - MISCELLANEOUS REVENUES		
3501 - SALE OF MUNICIPAL PROPERTY	85,000.00	15,465.42
3503-3509 - OTHER MISCELLANEOUS REVENUES	26,000.00	20,014.30
3500 - MISCELLANEOUS REVENUES	<u>111,000.00</u>	<u>35,479.72</u>
3910 - INTERFUND OPERATING TRANSFERS IN		
3912 - TRANSFER FROM SPECIAL REVENUE FUNDS	0.00	0.00
3910 - INTERFUND OPERATING TRANSFERS IN	<u>0.00</u>	<u>0.00</u>
	<u>1,599,523.00</u>	<u>632,173.31</u>